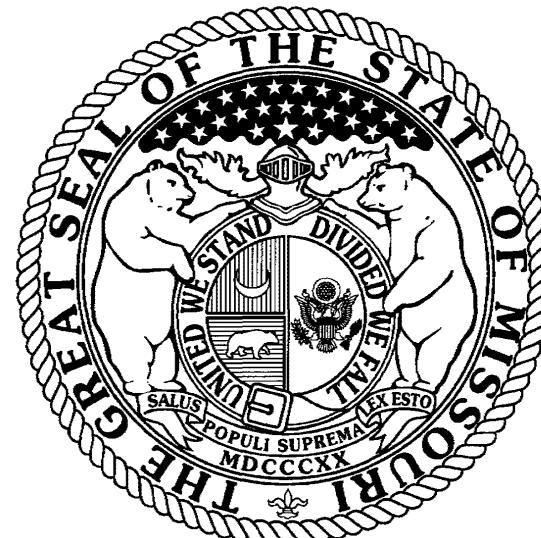


# Fiscal Year 2012 Budget Request

Office of the Secretary of State



Robin Carnahan  
Secretary of State

Includes Governor's Recommendations

**Budget Summary  
Reports**

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## OFFICE OF THE SECRETARY OF STATE

With approximately 280 employees, the major divisions within the Secretary of State's office are: Administrative Rules, Business Services, Elections, Fiscal and Facilities, Information Technology, Records Services, Securities, and State Library.

The Administrative Rules Division publishes proposed rules and emergency rules in the Missouri Register. An agency may file an emergency rule if the agency finds an immediate danger to the public health, safety or welfare requiring emergency action or if the emergency rule is necessary to preserve a compelling governmental interest that requires an early effective date. The Division also publishes final rules monthly in the Code of State Regulations.

The Business Services Division has three sections: Commissions, Corporations and Uniform Commercial Code. The Secretary of State commissions notaries public, a process which is overseen by the commissions section. The Commissions section certifies notaries for foreign documents, elected officials, and the State Registrar of Vital Statistics. The unit authenticates official acts of the Governor and maintains bonds and oaths of office for state officials. The Secretary of State is responsible for the registration of all Missouri and out-of-state business entities doing business in Missouri. These entities include for profit and nonprofit corporations, and specialized business. The Secretary of State's office is the centralized office for the perfecting of personal property liens and other creditor interests under the Uniform Commercial Code (UCC). The Business Services Division also registers trademarks and service marks and keeps a registry of all marks. The division oversees the *Safe at Home* address confidentiality program, which has helped to protect more than 840 survivors of domestic violence, rape, sexual assault, or stalking through the use of a designated address.

The Elections Division oversees all statewide elections, for both candidates and issues, which are run at the local level by Missouri's 116 local election officials (county clerks or election boards). Missouri has more than 4 million registered voters, and in the November 2010 General Election, 1.9 million voters went to the polls. Candidates for the six constitutional state offices, U.S. Congress, the General Assembly, and circuit judges not covered by the non-partisan court plan, file for election with the Secretary of State. The Secretary of State also certifies statewide ballot measures that are proposed by the General Assembly or through the initiative petition process. It is the responsibility of the office to canvass, certify and publish election results.

The Fiscal and Facilities Division provides fiscal, budget, procurement, facilities management support, and general office services to the Office of Secretary of State.

The Information Technology Service Division is responsible for developing, maintaining, and monitoring the information systems within the Office of the Secretary of State to ensure information is functional, accessible, and secured for use by the Office of the Secretary of State, other state departments, counties and the general public.

The Records Services Division has three sections: Missouri State Archives, Local Records, and Records Management. It is responsible for managing both current and historical records of the state to ensure those records are accessible to Missouri citizens. It is also responsible for assisting local governments in records preservation and management. The Records Services Division, in conjunction with the Missouri State Library, oversees the *Missouri Digital Heritage Initiative*, a statewide program to expand historical information accessible on the Internet.

The Securities Division is responsible for protecting Missouri investors from fraud and for ensuring that firms and individuals that sell securities comply with the securities laws in the state. The division enforces the Missouri Securities Act of 2003, which was enhanced in 2009 by the Missouri Senior Investor Protection Act. The division is organized into three sections: investor education, enforcement, and registration. The Securities Division also oversees the Missouri Investor Protection Center, which creates and promotes investor education initiatives designed to educate and assist both current and future investors.

Responsibilities of the Missouri State Library are to provide library and reference services to Missouri state government; provide library services to the blind and physically disabled; and promote the development and improvement of library services for citizens throughout the state. The Library Development section supports libraries through consulting, administration of grant programs, continuing education and statewide programs to improve the quality of library service for all Missouri citizens. The Reference Services section delivers library services, including access to research databases, to meet the needs of state government. Wolfner Library for the Blind and Physically Handicapped serves as the public library for Missourians unable to use standard print because of a visual or physical disability.

Auditor's Reports, Oversight Evaluations, and Missouri Sunset Act Reports

<b>Program or Division Name</b>	<b>Type of Report</b>	<b>Date Issued</b>	<b>Website</b>
State of Missouri Single Audit July 1, 2005 to June 30, 2006	Federal Awards Audit	03/2007	<a href="http://www.auditor.mo.gov/press/2007-09.pdf">http://www.auditor.mo.gov/press/2007-09.pdf</a>
Office of the Secretary of State July 1, 2004 to January 10, 2005, and the Two Years Ended June 30, 2004	Audit	03/2005	<a href="http://www.auditor.mo.gov/press/2005-19.pdf">http://www.auditor.mo.gov/press/2005-19.pdf</a>
Single Federal Audit July 1, 2004 to June 30, 2005	Audit	03/2006	<a href="http://www.auditor.mo.gov/press/2006-18.pdf">http://www.auditor.mo.gov/press/2006-18.pdf</a>
Office of the Secretary of State July 1, 2004 to June 30, 2007	Audit	10/2007	<a href="http://www.auditor.mo.gov/press/2007-60.htm">http://www.auditor.mo.gov/press/2007-60.htm</a>
State HAVA Funds Audit Fiscal Year 2007 - Final Audit Report- Administration of Payments Received Under the Help America Vote Act by the Missouri Secretary of State May1, 2003 Through February 28, 2007	Performance Audit Report	10/2007	<a href="http://www.eac.gov/inspector_general/hava_funds_audits.aspx">http://www.eac.gov/inspector_general/hava_funds_audits.aspx</a>
Office of the Secretary of State July 1, 2008 to June 30, 2010	Audit	12/2010	<a href="http://www.auditor.mo.gov/press/2010-164.htm">http://www.auditor.mo.gov/press/2010-164.htm</a>

## **Operating Budget**

## DECISION ITEM SUMMARY

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	FY 2012	FY 2012
Decision Item	ACTUAL DOLLAR	ACTUAL FTE	BUDGET DOLLAR	BUDGET FTE	DEPT REQ DOLLAR	DEPT REQ FTE	GOV REC DOLLAR	GOV REC FTE
Budget Object Summary								
Fund								
<b>SECRETARY OF STATE</b>								
<b>CORE</b>								
PERSONAL SERVICES								
GENERAL REVENUE	7,311,804	200.72	7,303,216	209.76	7,303,216	209.76	7,303,216	209.76
ELECTION ADMIN IMPROVEMENT	242,402	5.64	261,191	6.00	261,191	6.00	261,191	6.00
SEC OF STATE-FEDERAL FUNDS	511,869	15.63	629,065	16.80	629,065	16.80	629,065	16.80
SEC OF ST TECHNOLOGY TRUST	174,810	3.59	246,009	5.00	246,009	5.00	246,009	5.00
LOCAL RECORDS PRESERVATION	673,923	18.35	1,042,516	27.24	1,042,516	27.24	1,042,516	27.24
INVESTOR EDUC & PROTECTION	424,399	9.96	550,530	11.50	550,530	11.50	550,530	11.50
TOTAL - PS	9,339,207	253.89	10,032,527	276.30	10,032,527	276.30	10,032,527	276.30
EXPENSE & EQUIPMENT								
GENERAL REVENUE	2,080,737	0.00	1,980,695	0.00	1,980,695	0.00	1,980,695	0.00
SEC OF STATE-FEDERAL FUNDS	99,862	0.00	227,574	0.00	227,574	0.00	227,574	0.00
SEC OF ST TECHNOLOGY TRUST	2,161,606	0.00	4,661,180	0.00	3,161,180	0.00	3,161,180	0.00
LOCAL RECORDS PRESERVATION	106,596	0.00	519,969	0.00	519,969	0.00	519,969	0.00
INVESTOR EDUC & PROTECTION	449,792	0.00	645,364	0.00	645,364	0.00	645,364	0.00
SEC OF ST-WOLFNER LIBRARY	13,188	0.00	14,501	0.00	14,501	0.00	14,501	0.00
TOTAL - EE	4,911,781	0.00	8,049,283	0.00	6,549,283	0.00	6,549,283	0.00
PROGRAM-SPECIFIC								
GENERAL REVENUE	0	0.00	1	0.00	1	0.00	1	0.00
TOTAL - PD	0	0.00	1	0.00	1	0.00	1	0.00
<b>TOTAL</b>	<b>14,250,988</b>	<b>253.89</b>	<b>18,081,811</b>	<b>276.30</b>	<b>16,581,811</b>	<b>276.30</b>	<b>16,581,811</b>	<b>276.30</b>
<b>GRAND TOTAL</b>	<b>\$14,250,988</b>	<b>253.89</b>	<b>\$18,081,811</b>	<b>276.30</b>	<b>\$16,581,811</b>	<b>276.30</b>	<b>\$16,581,811</b>	<b>276.30</b>

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## DECISION ITEM SUMMARY

Budget Unit Decision Item Budget Object Summary Fund	FY 2010 ACTUAL DOLLAR	FY 2010 ACTUAL FTE	FY 2011 BUDGET DOLLAR	FY 2011 BUDGET FTE	FY 2012 DEPT REQ DOLLAR	FY 2012 DEPT REQ FTE	FY 2012 GOV REC DOLLAR	FY 2012 GOV REC FTE
<b>DOCUMENT PRESERVATION GRANTS</b>								
CORE								
PERSONAL SERVICES								
NAT ENDOW HUM SV AMER TREAS GR	0	0.00	241,949	4.00	241,949	4.00	241,949	4.00
TOTAL - PS	0	0.00	241,949	4.00	241,949	4.00	241,949	4.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>241,949</b>	<b>4.00</b>	<b>241,949</b>	<b>4.00</b>	<b>241,949</b>	<b>4.00</b>
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$241,949</b>	<b>4.00</b>	<b>\$241,949</b>	<b>4.00</b>	<b>\$241,949</b>	<b>4.00</b>

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State
<b>Division</b>	All Division - See Program Description
<b>Core -</b>	Operating Core

**Budget Unit** 23140C

**1. CORE FINANCIAL SUMMARY**

	FY 2012 Budget Request				FY 2012 Governor's Recommendation			
	GR	Federal	Other	Total	GR	Fed	Other	Total
PS	7,303,216	1,132,205	1,839,055	10,274,476	PS	7,303,216	1,132,205	1,839,055 10,274,476
EE	1,980,695	227,574	4,341,014	6,549,283	EE	1,980,695	227,574	4,341,014 6,549,283
PSD	1	0	0	1	PSD	1	0	0 1
TRF	0	0	0	0	TRF	0	0	0 0
<b>Total</b>	<b>9,283,912</b>	<b>1,359,779</b>	<b>6,180,069</b>	<b>16,823,760</b>	<b>Total</b>	<b>9,283,912</b>	<b>1,359,779</b>	<b>6,180,069 16,823,760</b>
<b>FTE</b>	<b>209.76</b>	<b>26.80</b>	<b>43.74</b>	<b>280.30</b>	<b>FTE</b>	<b>209.76</b>	<b>26.80</b>	<b>43.74 280.30</b>
<b>Est. Fringe</b>	<b>4,064,240</b>	<b>630,072</b>	<b>1,023,434</b>	<b>5,717,746</b>	<b>Est. Fringe</b>	<b>4,064,240</b>	<b>630,072</b>	<b>1,023,434 5,717,746</b>

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Technology Trust Fund (0266) - 28.160 RSMo  
 Local Records (0577) - 59.319 RSMo  
 Investor Education and Protection Fund (0829) - 409-006.601 RSMo  
 Wolfner Library Trust Fund (0928) - 181.150 RSMo

Other Funds:

**2. CORE DESCRIPTION**

This core represents all operating expenses of nine separate divisions. FTE are represented indicating funding source. The Program Descriptions give the purpose of and necessity for this core item and how the core funding is used.

Federal Funds: Chapter 28 RSMo, 115.078 RSMo, 181.021 RSMo

**3. PROGRAM LISTING (list programs included in this core funding)**

Administrative Services - Fiscal and Central Services  
 Executive Services - Executive Staff, HR, and Communications (includes Publications)  
 Elections  
 Record Services - Archives, Records Management, Document Preservation, and Local Records  
 Administrative Rules/Legal Services  
 Securities  
 Business Services  
 Information Technology Services  
 Library Services - Administration, Library Reference, Library Development, and Wolfner

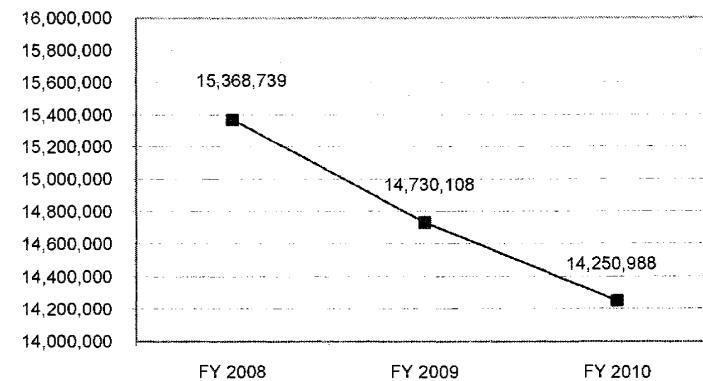
**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b> 23140C
<b>Division</b>	All Division - See Program Description	
<b>Core -</b>	Operating Core	

**4. FINANCIAL HISTORY**

	<b>FY 2008 Actual</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Current Yr.</b>
Appropriation (All Funds)	16,909,023	17,197,253	20,312,390	18,323,760
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	16,909,023	17,197,253	20,312,390	N/A
Actual Expenditures (All Funds)	<u>15,368,739</u>	<u>14,730,108</u>	<u>14,250,988</u>	N/A
Unexpended (All Funds)	<u>1,540,284</u>	<u>2,467,145</u>	<u>6,061,402</u>	N/A
Unexpended, by Fund:				
General Revenue	147,486	290,506	380,001	N/A
Federal	293,401	271,071	505,646	N/A
Other	1,099,397	1,905,568	5,175,755	N/A

**Actual Expenditures (All Funds)**



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

**NOTES:**

FY08 to FY09 expenditures reflect COLA increases, increased investor education and protection efforts, and information technology hardware and software enhancements.

FY09 to FY10 appropriation increase was for SOS Knowledge Base NDI. This one-time appropriation was reduced.

FY10 to FY11 appropriation decrease is due to one-time appropriation of \$1,500,000 for SOS Knowledge Based system. Also, there was a core reduction of \$488,630.

## CORE RECONCILIATION DETAIL

**SECRETARY OF STATE**  
**SECRETARY OF STATE**

### **5. CORE RECONCILIATION DETAIL**

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	PS	276.30	7,303,216	890,256	1,839,055	10,032,527	
	EE	0.00	1,980,695	227,574	5,841,014	8,049,283	
	PD	0.00	1	0	0	1	
	<b>Total</b>	<b>276.30</b>	<b>9,283,912</b>	<b>1,117,830</b>	<b>7,680,069</b>	<b>18,081,811</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>							
1x Expenditures	1392 2222	EE	0.00	0	0	(1,500,000)	(1,500,000)
		<b>NET DEPARTMENT CHANGES</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>(1,500,000)</b>	<b>(1,500,000)</b>
<b>DEPARTMENT CORE REQUEST</b>							
	PS	276.30	7,303,216	890,256	1,839,055	10,032,527	
	EE	0.00	1,980,695	227,574	4,341,014	6,549,283	
	PD	0.00	1	0	0	1	
	<b>Total</b>	<b>276.30</b>	<b>9,283,912</b>	<b>1,117,830</b>	<b>6,180,069</b>	<b>16,581,811</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PS	276.30	7,303,216	890,256	1,839,055	10,032,527	
	EE	0.00	1,980,695	227,574	4,341,014	6,549,283	
	PD	0.00	1	0	0	1	
	<b>Total</b>	<b>276.30</b>	<b>9,283,912</b>	<b>1,117,830</b>	<b>6,180,069</b>	<b>16,581,811</b>	

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
DOCUMENT PRESERVATION GRANTS

### 5. CORE RECONCILIATION DETAIL

Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>						
PS	4.00	0	241,949	0	241,949	
<b>Total</b>	<b>4.00</b>	<b>0</b>	<b>241,949</b>	<b>0</b>	<b>241,949</b>	
<b>DEPARTMENT CORE REQUEST</b>						
PS	4.00	0	241,949	0	241,949	
<b>Total</b>	<b>4.00</b>	<b>0</b>	<b>241,949</b>	<b>0</b>	<b>241,949</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>						
PS	4.00	0	241,949	0	241,949	
<b>Total</b>	<b>4.00</b>	<b>0</b>	<b>241,949</b>	<b>0</b>	<b>241,949</b>	

## FLEXIBILITY REQUEST FORM

<b>BUDGET UNIT NUMBER:</b> 23140C	<b>DEPARTMENT:</b> Secretary of State																																																																																										
<b>BUDGET UNIT NAME:</b> Operating Core	<b>DIVISION:</b> All Divisions																																																																																										
<p><b>1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.</b></p>																																																																																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 10%;">100%</td> <td style="width: 10%;">Fund</td> <td style="width: 10%;">0101</td> <td style="width: 10%;">0073</td> <td style="width: 40%;">Personal Service</td> <td style="width: 10%; text-align: right;">\$ 7,303,216</td> </tr> <tr> <td>100%</td> <td>Fund</td> <td>0101</td> <td>0077</td> <td>Expense and Equipment</td> <td style="text-align: right;">1,980,695</td> </tr> <tr> <td>100%</td> <td>Fund</td> <td>0101</td> <td>0077</td> <td>PSD</td> <td style="text-align: right;">1</td> </tr> <tr> <td>100%</td> <td>Fund</td> <td>0151</td> <td>2488</td> <td>Personal Service</td> <td style="text-align: right;">241,949</td> </tr> <tr> <td>100%</td> <td>Fund</td> <td>0157</td> <td>4490</td> <td>Personal Service</td> <td style="text-align: right;">261,191</td> </tr> <tr> <td>100%</td> <td>Fund</td> <td>0195</td> <td>4193</td> <td>Personal Service</td> <td style="text-align: right;">629,065</td> </tr> <tr> <td>100%</td> <td>Fund</td> <td>0195</td> <td>4194</td> <td>Expense and Equipment</td> <td style="text-align: right;">227,574</td> </tr> <tr> <td>100%</td> <td>Fund</td> <td>0266</td> <td>2221</td> <td>Personal Service</td> <td style="text-align: right;">246,009</td> </tr> <tr> <td>100%</td> <td>Fund</td> <td>0266</td> <td>2222</td> <td>Expense and Equipment</td> <td style="text-align: right;">3,161,180</td> </tr> <tr> <td>100%</td> <td>Fund</td> <td>0577</td> <td>9491</td> <td>Personal Service</td> <td style="text-align: right;">1,042,516</td> </tr> <tr> <td>100%</td> <td>Fund</td> <td>0577</td> <td>9492</td> <td>Expense and Equipment</td> <td style="text-align: right;">519,969</td> </tr> <tr> <td>100%</td> <td>Fund</td> <td>0928</td> <td>4195</td> <td>Expense and Equipment</td> <td style="text-align: right;">14,501</td> </tr> <tr> <td>100%</td> <td>Fund</td> <td>0829</td> <td>5532</td> <td>Personal Service</td> <td style="text-align: right;">550,530</td> </tr> <tr> <td>100%</td> <td>Fund</td> <td>0829</td> <td>5533</td> <td>Expense and Equipment</td> <td style="text-align: right; border-top: 1px solid black;">645,364</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Total</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">\$16,823,760</td> </tr> </tbody> </table>		100%	Fund	0101	0073	Personal Service	\$ 7,303,216	100%	Fund	0101	0077	Expense and Equipment	1,980,695	100%	Fund	0101	0077	PSD	1	100%	Fund	0151	2488	Personal Service	241,949	100%	Fund	0157	4490	Personal Service	261,191	100%	Fund	0195	4193	Personal Service	629,065	100%	Fund	0195	4194	Expense and Equipment	227,574	100%	Fund	0266	2221	Personal Service	246,009	100%	Fund	0266	2222	Expense and Equipment	3,161,180	100%	Fund	0577	9491	Personal Service	1,042,516	100%	Fund	0577	9492	Expense and Equipment	519,969	100%	Fund	0928	4195	Expense and Equipment	14,501	100%	Fund	0829	5532	Personal Service	550,530	100%	Fund	0829	5533	Expense and Equipment	645,364					Total	\$16,823,760
100%	Fund	0101	0073	Personal Service	\$ 7,303,216																																																																																						
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100%	Fund	0151	2488	Personal Service	241,949																																																																																						
100%	Fund	0157	4490	Personal Service	261,191																																																																																						
100%	Fund	0195	4193	Personal Service	629,065																																																																																						
100%	Fund	0195	4194	Expense and Equipment	227,574																																																																																						
100%	Fund	0266	2221	Personal Service	246,009																																																																																						
100%	Fund	0266	2222	Expense and Equipment	3,161,180																																																																																						
100%	Fund	0577	9491	Personal Service	1,042,516																																																																																						
100%	Fund	0577	9492	Expense and Equipment	519,969																																																																																						
100%	Fund	0928	4195	Expense and Equipment	14,501																																																																																						
100%	Fund	0829	5532	Personal Service	550,530																																																																																						
100%	Fund	0829	5533	Expense and Equipment	645,364																																																																																						
				Total	\$16,823,760																																																																																						
<b>DEPARTMENT REQUEST</b>																																																																																											
<b>Section</b>	<b>PS or EE</b>	<b>Core</b>	<b>% Flex Requested</b>	<b>Flex Request Amount</b>																																																																																							
HB 12.035	PS	\$10,274,476	100%	\$10,274,476																																																																																							
HB 12.035	PSD	\$1	100%	\$1																																																																																							
HB 12.035	E & E	\$6,549,283	100%	\$6,549,283																																																																																							
	Total			\$16,823,760																																																																																							

**FLEXIBILITY REQUEST FORM**

BUDGET UNIT NUMBER:	23140C	DEPARTMENT:	Secretary of State
BUDGET UNIT NAME:	Operating Core	DIVISION:	All Divisions

**2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.**

PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED	CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED	BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED
\$0	\$0	\$200,000

**3. Please explain how flexibility was used in the prior and/or current years.**

PRIOR YEAR EXPLAIN ACTUAL USE	CURRENT YEAR EXPLAIN PLANNED USE
In FY2010, the flexibility option was not used.	Unknown at this time

**DECISION ITEM DETAIL**

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	FY 2012	FY 2012
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
<b>CORE</b>								
SECRETARY OF STATE	107,746	1.00	107,746	1.00	107,746	1.00	107,746	1.00
EXECUTIVE DEPUTY SEC OF STATE	92,304	1.00	92,306	1.00	92,306	1.00	92,306	1.00
INFORMATION TECHNOLOGY DIRECTOR	77,256	1.00	77,250	1.00	77,250	1.00	77,250	1.00
DIR OF POLICY & GOV RELATIONS	60,696	1.00	60,700	1.00	60,700	1.00	60,700	1.00
PERSONNEL OFFICER	42,504	1.00	45,060	1.00	45,060	1.00	45,060	1.00
EXECUTIVE ASSISTANT	40,212	1.00	40,212	1.00	40,212	1.00	40,212	1.00
PUBLICATIONS DIRECTOR	0	0.00	52,020	1.00	1	1.00	1	1.00
DEPUTY SECRETARY OF ELECTIONS	0	0.00	77,250	1.00	77,250	1.00	77,250	1.00
ELECTIONS DIRECTOR	65,196	1.00	65,195	1.00	65,195	1.00	65,195	1.00
LOCAL RECORDS DIRECTOR	62,952	1.00	63,250	1.00	63,250	1.00	63,250	1.00
SECURITIES COMMISSIONER	91,744	1.01	91,044	1.00	91,044	1.00	91,044	1.00
DEPUTY SECRETARY OF STATE BUSI	80,610	0.96	84,073	1.00	84,073	1.00	84,073	1.00
DEP COUNSEL/DIR OF ADMIN RULES	77,256	1.00	59,040	1.00	59,040	1.00	59,040	1.00
COMMISSIONS OFFICER	46,248	1.00	46,251	1.00	46,251	1.00	46,251	1.00
DIRECTOR OF RECORDS MGT	53,292	1.00	56,280	1.00	56,280	1.00	56,280	1.00
ADMINISTRATIVE SECRETARY	31,925	1.19	58,080	2.00	58,080	2.00	58,080	2.00
EXECUTIVE SECRETARY	44,499	1.00	43,349	1.00	44,424	1.00	44,424	1.00
ACCOUNTANT II	65,434	1.92	70,152	2.00	70,152	2.00	70,152	2.00
EDITOR	73,230	2.00	77,395	2.00	73,224	2.00	73,224	2.00
STATE ARCHIVIST	77,256	1.00	79,809	1.00	79,809	1.00	79,809	1.00
ASSISTANT STATE ARCHIVIST	55,548	1.00	55,548	1.00	55,548	1.00	55,548	1.00
RECORDS ANALYST	63,983	2.00	64,553	2.00	64,553	2.00	64,553	2.00
OFFICE SUPPORT ASST (KEYBRD)	24,563	1.06	24,960	1.00	23,064	1.00	23,064	1.00
SR OFC SUPPORT ASST (KEYBRD)	26,640	1.00	26,633	1.00	26,633	1.00	26,633	1.00
ADMINISTRATIVE ARCHIVIST	44,220	1.00	50,594	1.00	50,594	1.00	50,594	1.00
ASSISTANT EDITOR	1,480	0.05	0	0.00	0	0.00	0	0.00
PHOTO MACHINE OPERATOR	73,704	3.00	73,686	3.00	73,686	3.00	73,686	3.00
INVESTIGATOR III	43,506	1.01	150,228	3.00	50,076	1.00	50,076	1.00
COMPUTER INFO TECH II	80,424	2.00	159,321	4.00	119,868	4.00	119,868	4.00
COMPUTER INFO TECH III	87,564	2.00	140,862	3.00	87,571	2.00	87,571	2.00
ARCHIVIST	475,168	13.00	588,507	16.00	588,507	16.00	588,507	16.00
ELECTRONIC RECORDS ARCHIVIST	79,680	2.00	94,006	3.00	94,006	3.00	94,006	3.00

**DECISION ITEM DETAIL**

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	FY 2012	FY 2012
Decision Item	ACTUAL DOLLAR	ACTUAL FTE	BUDGET DOLLAR	BUDGET FTE	DEPT REQ DOLLAR	DEPT REQ FTE	GOV REC DOLLAR	GOV REC FTE
Budget Object Class								
<b>SECRETARY OF STATE</b>								
<b>CORE</b>								
PART-TIME SUMMER	2,594	0.17	0	0.00	0	0.00	0	0.00
PART-TIME OTHER	58,126	2.89	21,517	0.80	21,517	0.80	21,517	0.80
ADMINISTRATIVE AIDE I	47,628	1.87	50,793	2.00	50,793	2.00	50,793	2.00
GENERAL COUNSEL	91,394	1.00	91,044	1.00	91,044	1.00	91,044	1.00
DIRECTOR-FIELD OPERATIONS	126,504	2.88	131,892	3.00	127,398	3.00	127,398	3.00
GRANT OFFICER	40,968	1.00	78,909	2.00	78,909	2.00	78,909	2.00
FISCAL OFFICER	59,040	1.00	61,368	1.00	61,368	1.00	61,368	1.00
SECURITIES COMPLIANCE AUDTR	155,064	4.00	175,118	4.50	149,304	4.00	149,304	4.00
ASSISTANT COMMISSIONER	68,520	1.00	68,520	1.00	68,520	1.00	68,520	1.00
STATE LIBRARIAN	84,072	1.00	84,074	1.00	84,074	1.00	84,074	1.00
READER ADVISOR	169,956	6.00	169,944	6.00	169,944	6.00	169,944	6.00
SENIOR REFERENCE ARCHIVIST	45,984	1.00	45,984	1.00	40,212	1.00	40,212	1.00
CLERK I	260,872	11.84	289,196	12.60	289,196	12.60	289,196	12.60
DIR OF FISCAL & FACILITIES	77,256	1.00	77,256	1.00	77,256	1.00	77,256	1.00
RECEPTIONIST	31,576	1.00	31,572	1.00	31,572	1.00	31,572	1.00
OFFICE SUPPORT ASST (CLERICAL)	23,400	1.00	23,488	1.00	23,488	1.00	23,488	1.00
SR OFC SUPPORT ASST (CLERICAL)	112,884	4.00	0	4.00	113,447	4.00	113,447	4.00
COMPOSING EQUIPMENT OPERATOR I	0	0.00	36,172	1.00	0	0.00	0	0.00
COMPOSING EQUIPMENT OPER II	29,052	1.00	29,052	1.00	29,052	1.00	29,052	1.00
REG PART-TIME (CLERK I)	30,683	1.38	34,820	1.40	34,820	1.40	34,820	1.40
SENIOR CONSERVATOR	43,344	1.00	46,463	1.00	46,463	1.00	46,463	1.00
CONSERVATOR	74,652	2.00	74,647	2.00	74,647	2.00	74,647	2.00
DIRECTOR CORPORATIONS	41,216	0.53	77,250	1.00	0	0.00	0	0.00
INVESTIGATOR I	63,887	1.88	90,001	2.50	139,754	4.50	139,754	4.50
INVESTIGATOR II	101,582	2.88	71,268	2.00	121,344	3.00	121,344	3.00
LICENSING ASSISTANT	18,941	0.63	31,176	1.00	31,176	1.00	31,176	1.00
LIBRARIAN	249,373	6.90	253,358	7.00	253,358	7.00	253,358	7.00
COMPUTER INFO TECH SPEC I	206,821	4.00	205,700	4.00	205,700	4.00	205,700	4.00
DIRECTOR LIBRARY DEV	64,272	1.00	64,278	1.00	64,278	1.00	64,278	1.00
LIBRARY CONSULTANT	235,243	5.58	308,941	6.00	308,941	6.00	308,941	6.00
DIRECTOR REF SERVICES	51,156	1.00	51,152	1.00	51,152	1.00	51,152	1.00
ADMINISTATIVE AIDE II	51,481	1.90	54,261	2.00	54,261	2.00	54,261	2.00

## DECISION ITEM DETAIL

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	FY 2012	FY 2012
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
<b>CORE</b>								
ADMINISTRATIVE AIDE III	108,125	3.79	115,828	4.00	115,407	4.00	115,407	4.00
PUBLIC SERVICE MANAGER	0	0.00	40,204	1.00	20,103	1.00	20,103	1.00
DIRECTOR-WOLFNER LIBRARY	52,201	1.00	54,566	1.00	54,566	1.00	54,566	1.00
COMPUTER INFO TECH I	122,756	3.58	103,404	3.00	136,824	4.00	136,824	4.00
SPECIALIST	189,178	5.47	178,784	6.00	207,924	7.00	207,924	7.00
SUPERVISOR I	27,564	1.00	28,225	1.00	28,225	1.00	28,225	1.00
SUPERVISOR II	97,224	3.00	97,226	3.00	91,944	3.00	91,944	3.00
SUPERVISOR III	105,999	3.00	105,946	3.00	105,946	3.00	105,946	3.00
TECH I	214,854	8.79	295,958	12.00	223,796	12.00	223,796	12.00
TECH II	807,954	30.65	718,802	31.00	820,398	31.00	820,398	31.00
TECH III	413,953	15.15	424,989	15.00	424,989	15.00	424,989	15.00
ACCOUNTANT I	2,465	0.08	0	0.00	0	0.00	0	0.00
ASSOCIATE EDITOR	30,096	1.00	30,096	1.00	30,096	1.00	30,096	1.00
COMPUTER INFO TECH TRAINEE	28,596	1.00	28,596	1.00	28,596	1.00	28,596	1.00
COMPUTER INFO TECH SPEC II	52,200	1.00	52,196	1.00	53,291	1.00	53,291	1.00
TECH IV	166,752	5.35	186,548	6.00	156,971	5.00	156,971	5.00
COMPUTER INFO TECH SPEC III	56,688	1.00	56,683	1.00	56,683	1.00	56,683	1.00
PROCUREMENT OFFICER	40,593	1.00	41,724	1.00	41,724	1.00	41,724	1.00
RESEARCH ANALYST I	38,217	1.28	29,573	1.00	59,676	2.00	59,676	2.00
SENIOR RECORDS ANALYST	40,968	1.00	40,967	1.00	40,967	1.00	40,967	1.00
COMMUNICATIONS DIRECTOR	60,696	1.00	60,700	1.00	60,700	1.00	60,700	1.00
PERSONNEL ANALYST	37,296	1.00	37,296	1.00	37,296	1.00	37,296	1.00
DEPUTY DIR OF COMMUNICATIONS	35,798	0.93	38,699	1.00	38,699	1.00	38,699	1.00
GRAPHIC ARTS SPECIALIST II	30,344	1.03	29,580	1.00	29,580	1.00	29,580	1.00
DIRECTOR OF INVESTOR EDUCATION	42,770	1.01	42,513	1.00	42,513	1.00	42,513	1.00
CHIEF ENFORCEMENT COUNSEL	56,688	1.00	56,688	1.00	56,688	2.00	56,688	2.00
CHIEF REGISTRATION COUNSEL	42,966	0.88	49,104	1.00	49,104	1.00	49,104	1.00
DEPUTY CHIEF COUNSEL	45,017	1.00	46,248	1.00	46,248	1.00	46,248	1.00
SMALL BUSINESS ADVOCATE	0	0.00	16,307	0.30	16,307	0.30	16,307	0.30
DEP DIR POLICY & GOV RELATIONS	28,878	0.75	38,700	1.00	47,297	1.00	47,297	1.00
PRINC ASST FOR BOARDS & COMMS	38,700	1.00	38,701	1.00	38,701	1.00	38,701	1.00
SENIOR COUNSEL	76,671	0.99	77,256	1.00	77,256	1.00	77,256	1.00

## DECISION ITEM DETAIL

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	FY 2012	FY 2012
Decision Item	ACTUAL DOLLAR	ACTUAL FTE	BUDGET DOLLAR	BUDGET FTE	DEPT REQ DOLLAR	DEPT REQ FTE	GOV REC DOLLAR	GOV REC FTE
Budget Object Class								
<b>SECRETARY OF STATE</b>								
<b>CORE</b>								
SECURITIES SPECIALIST	34,032	1.00	34,032	1.00	34,032	1.00	34,032	1.00
CHIEF COUNSEL	56,295	1.00	56,295	1.00	56,295	1.00	56,295	1.00
ELECTIONS COORDINATOR	37,594	1.00	44,170	1.00	36,612	1.00	36,612	1.00
CURATOR OF EXHIBITS/SPEC PRJCT	47,184	1.00	47,180	1.00	47,180	1.00	47,180	1.00
HISTORICAL EDUCATOR	35,952	1.00	35,952	1.00	35,952	1.00	35,952	1.00
SUPERVISING ARCHIVIST	39,468	1.00	39,465	1.00	39,465	1.00	39,465	1.00
ELECTIONS SPECIALIST	75,924	2.00	0	2.00	75,924	2.00	75,924	2.00
MCVR ELECTIONS SPECIALIST I	39,704	1.17	66,836	2.00	34,032	1.00	34,032	1.00
MCVR ELECTIONS SPECIALIST II	42,537	1.00	42,484	1.00	42,484	1.00	42,484	1.00
COMMUNICATIONS COORDINATOR	0	0.00	35,316	1.00	0	0.00	0	0.00
STATISTICAL RESEARCH ANALYST	35,962	1.00	51,099	1.00	48,973	1.00	48,973	1.00
COMPUTER INFO TECH MANAGER I	61,620	1.00	61,617	1.00	61,617	1.00	61,617	1.00
ACCOUNTING SPECIALIST II	55,900	1.37	59,270	1.50	59,270	1.50	59,270	1.50
HUMAN RESOURCES DIRECTOR	71,736	1.00	71,736	0.70	71,736	0.70	71,736	0.70
OUTREACH/EDUC COORD	8,064	0.25	0	0.00	32,256	1.00	32,256	1.00
PROGRAM MANAGER	47,388	1.00	47,388	1.00	47,388	1.00	47,388	1.00
IMAGING SERVICES MANAGER	39,468	1.00	39,951	1.00	39,951	1.00	39,951	1.00
DIGITAL COLLECTIONS COORD	38,714	1.00	43,754	1.00	43,754	1.00	43,754	1.00
METADATA CATALOGER	38,700	1.00	38,700	1.00	38,700	1.00	38,700	1.00
DEP DIRECTOR OF POLICY & ADMIN	21,664	0.63	34,644	1.00	37,956	1.00	37,956	1.00
COMMUNICATIONS/PUBLS ASST	26,383	0.97	27,482	1.00	27,482	1.00	27,482	1.00
SPECIAL INVESTIGATOR	60,582	1.42	86,592	2.00	41,712	1.00	41,712	1.00
EXECUTIVE I	2,738	0.08	0	0.00	0	0.00	0	0.00
ACCOUNTING ANALYST II	74,967	1.92	0	2.00	79,020	2.00	79,020	2.00
ACCOUNTING ANALYST I	3,051	0.08	0	0.00	0	0.00	0	0.00
ELECTIONS OPERATION ADMSTR	45,060	1.00	45,060	1.00	45,060	1.00	45,060	1.00
DEPUTY COUNSEL	45,823	1.00	46,000	1.00	46,000	1.00	46,000	1.00
PROGRAM SPECIALIST	28,140	1.00	28,176	1.00	28,176	1.00	28,176	1.00
PARALEGAL	31,109	1.00	31,176	1.00	31,176	1.00	31,176	1.00
DEPUTY DIRECTOR OF PUBLICATION	35,742	0.96	37,296	1.00	37,296	1.00	37,296	1.00
SPECIAL ASSISTANT	23,393	0.83	29,743	1.00	29,743	1.00	29,743	1.00
ASSOCIATE AUDIT COUNSEL	30,004	0.75	40,212	1.00	0	0.00	0	0.00

**DECISION ITEM DETAIL**

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	FY 2012	FY 2012
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
<b>CORE</b>								
DEPUTY ENFORCEMENT COUNSEL	27,638	0.63	44,220	1.00	44,339	1.50	44,339	1.50
ELECTIONS ANALYST	14,867	0.47	0	0.00	31,914	1.00	31,914	1.00
SYSTEM PROJECT MANAGER	5,216	0.10	0	0.00	50,076	1.00	50,076	1.00
<b>TOTAL - PS</b>	<b>9,339,207</b>	<b>253.89</b>	<b>10,032,527</b>	<b>276.30</b>	<b>10,032,527</b>	<b>276.30</b>	<b>10,032,527</b>	<b>276.30</b>
TRAVEL, IN-STATE	90,808	0.00	224,253	0.00	224,254	0.00	224,254	0.00
TRAVEL, OUT-OF-STATE	26,602	0.00	19,745	0.00	19,746	0.00	19,746	0.00
FUEL & UTILITIES	23	0.00	11,700	0.00	11,700	0.00	11,700	0.00
SUPPLIES	812,026	0.00	860,276	0.00	860,265	0.00	860,265	0.00
PROFESSIONAL DEVELOPMENT	90,140	0.00	129,789	0.00	129,791	0.00	129,791	0.00
COMMUNICATION SERV & SUPP	191,749	0.00	316,383	0.00	316,381	0.00	316,381	0.00
PROFESSIONAL SERVICES	2,017,769	0.00	3,007,641	0.00	2,607,636	0.00	2,607,636	0.00
HOUSEKEEPING & JANITORIAL SERV	4,500	0.00	7,175	0.00	7,175	0.00	7,175	0.00
M&R SERVICES	619,374	0.00	1,241,839	0.00	1,141,834	0.00	1,141,834	0.00
COMPUTER EQUIPMENT	924,735	0.00	1,928,302	0.00	928,311	0.00	928,311	0.00
MOTORIZED EQUIPMENT	0	0.00	7,725	0.00	7,737	0.00	7,737	0.00
OFFICE EQUIPMENT	28,669	0.00	86,014	0.00	86,015	0.00	86,015	0.00
OTHER EQUIPMENT	47,156	0.00	127,861	0.00	127,859	0.00	127,859	0.00
PROPERTY & IMPROVEMENTS	994	0.00	7,021	0.00	7,024	0.00	7,024	0.00
BUILDING LEASE PAYMENTS	16,413	0.00	7,341	0.00	7,342	0.00	7,342	0.00
EQUIPMENT RENTALS & LEASES	16,508	0.00	38,848	0.00	38,852	0.00	38,852	0.00
MISCELLANEOUS EXPENSES	24,315	0.00	27,370	0.00	27,361	0.00	27,361	0.00
<b>TOTAL - EE</b>	<b>4,911,781</b>	<b>0.00</b>	<b>8,049,283</b>	<b>0.00</b>	<b>6,549,283</b>	<b>0.00</b>	<b>6,549,283</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	0	0.00	1	0.00	1	0.00	1	0.00
<b>TOTAL - PD</b>	<b>0</b>	<b>0.00</b>	<b>1</b>	<b>0.00</b>	<b>1</b>	<b>0.00</b>	<b>1</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$14,250,988</b>	<b>253.89</b>	<b>\$18,081,811</b>	<b>276.30</b>	<b>\$16,581,811</b>	<b>276.30</b>	<b>\$16,581,811</b>	<b>276.30</b>
GENERAL REVENUE	\$9,392,541	200.72	\$9,283,912	209.76	\$9,283,912	209.76	\$9,283,912	209.76
FEDERAL FUNDS	\$854,133	21.27	\$1,117,830	22.80	\$1,117,830	22.80	\$1,117,830	22.80
OTHER FUNDS	\$4,004,314	31.90	\$7,680,069	43.74	\$6,180,069	43.74	\$6,180,069	43.74

**DECISION ITEM DETAIL**

Budget Unit Decision Item Budget Object Class	FY 2010 ACTUAL DOLLAR	FY 2010 ACTUAL FTE	FY 2011 BUDGET DOLLAR	FY 2011 BUDGET FTE	FY 2012 DEPT REQ DOLLAR	FY 2012 DEPT REQ FTE	FY 2012 GOV REC DOLLAR	FY 2012 GOV REC FTE
<b>DOCUMENT PRESERVATION GRANTS</b>								
<b>CORE</b>								
ARCHIVIST	0	0.00	241,949	4.00	241,949	4.00	241,949	4.00
TOTAL - PS	0	0.00	241,949	4.00	241,949	4.00	241,949	4.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$241,949</b>	<b>4.00</b>	<b>\$241,949</b>	<b>4.00</b>	<b>\$241,949</b>	<b>4.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$241,949	4.00	\$241,949	4.00	\$241,949	4.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Administrative Services

**Program is found in the following core budget(s):** Operating Core

**1. What does this program do?**

This core request is to allow continued service to the agency for financial, facilities, and central services.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Financial and Procurement authority is derived from Chapter 33 and 34, RSMo, and the agreements entered into between this office and the Office of Administration.

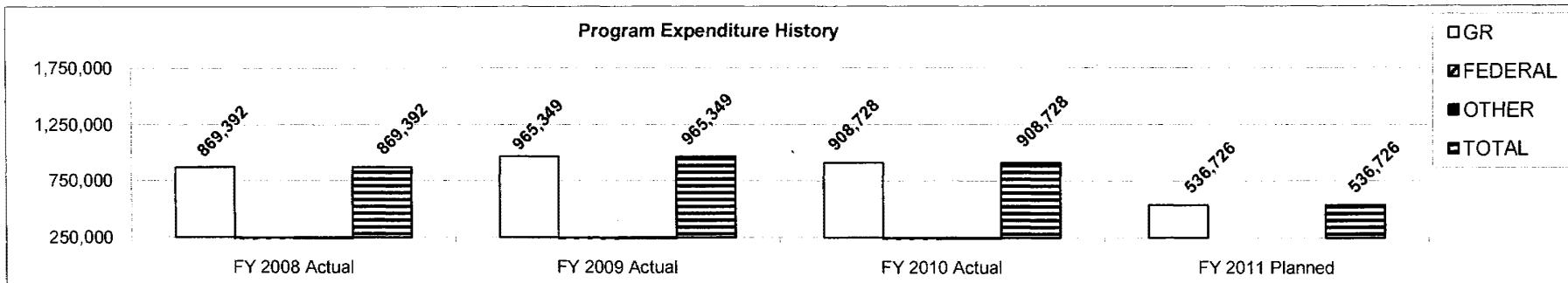
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



Note: The Publications Unit moved from Administrative Services to Executive Services in FY07.

**6. What are the sources of the "Other " funds?**

None

**7a. Provide an effectiveness measure.**

Without this appropriation, budgeting, vendor payments, procurement, financial reporting, mailroom, storeroom, and fleet management at the current level for the Office of the Secretary of State would not be possible.

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Administrative Services

**Program is found in the following core budget(s):** Operating Core

**7b. Provide an efficiency measure.**

In FY10, the process of ordering and distributing office supplies was centralized in the storeroom. This has not only saved money, but has made it much more efficient for the divisions. Also in FY10, four employees located in the field were assigned fleet vehicles that previously were being reimbursed at the standard mileage rate or renting a vehicle. This increased the use of these cars, while decreasing mileage paid to these employees.

**7c. Provide the number of clients/individuals served, if applicable.**

The Administrative Services Division not only provides support to all the staff of the SOS, they also provide support to all grant recipients, such as the local libraries and local election authorities.

**7d. Provide a customer satisfaction measure, if available.**

Average invoice turn-around time is 14 days or less from date of invoice to payment, depending upon whether federal funds are involved and a drawdown is required before payment may issue. The mail is delivered on time, the storeroom is stocked to address agency-wide needs, and the fleet is safely maintained and scheduled.

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Executive Services

**Program is found in the following core budget(s):** Operating Core

**1. What does this program do?**

This core request is to maintain the current level of executive support for all divisions within the Office of the Secretary of State. This core request represents resources for the continued operation of Agency programs and the productive coordination of the various divisions. This includes the creation and definition of policy and the direction for implementation of these policies. Priority outcomes are:

- 1) Continue to provide leadership and expertise in business and information systems to state and local governments. This will be accomplished by continued strategic planning, coordination with other government agencies, and the commitment of resources to achieve the planned objectives.
- 2) Enhance information access for governmental and constituent customers.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

NA

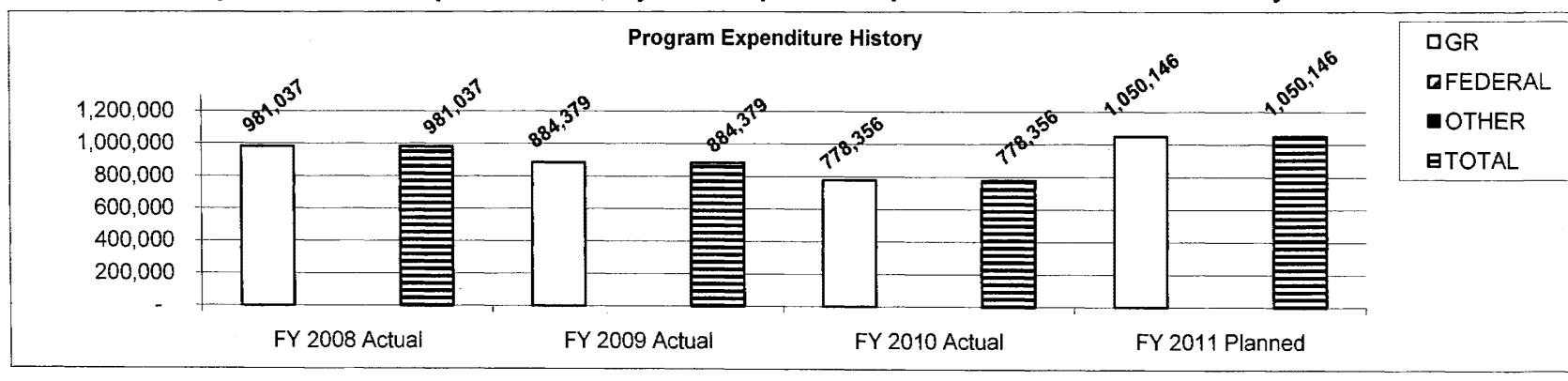
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Executive Services

**Program is found in the following core budget(s):** Operating Core

**6. What are the sources of the "Other" funds?**

None

**7a. Provide an effectiveness measure.**

None

**7b. Provide an efficiency measure.**

None

**7c. Provide the number of clients/individuals served, if applicable.**

The number of clients/individuals served are the 280.3 FTE that are budgeted, as well as any prospective employees.

Publications distributed to the General Assembly, schools, and the public were: General Assembly Roster, school packets, Missouri, Roster, Missouri Constitution, and Great Seal Sheets.

**7d. Provide a customer satisfaction measure, if available.**

None available

## PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Elections

Program is found in the following core budget(s): Operating Core

### 1. What does this program do?

The Elections Division of the Office of the Secretary of State has identified several strategic issues and numerous goals that affect its core delivery of services. These include: 1) Preparing for and assisting local election authorities in conducting fair and orderly elections; planning for elections and statewide ballot issues including special elections and issues submitted to the people through initiatives, resolutions and referendums; reporting, counting and certifying election results; and meeting the requirements of the Help America Vote Act of 2002. 2) Providing quality customer service: Delivering responsive and timely service to meet increasing demand for answers to elections -related questions from local election authorities, elected officials, and the public; and maintaining statutory compliance in providing services to state and to local governments. 3) Enhancing information access: Maintaining statewide voter registration database and processing documents to make them accessible to the public when requested through this or other offices. 4) Providing enhanced opportunity to vote: Continuing to work with counties and state and federal agencies to implement the requirements of the National Voter Registration Act and Help America Vote Act; working to increase voter registration through public service announcements; evaluating existing election laws and suggesting any changes that could increase voter participation while maintaining election integrity. 5) Educate the public, government officials, and local election authorities about the elections process: Publishing various election materials; and participating in election conferences and speaking on issues of general applicability.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Chapters 115 and 116 of the Missouri Revised Statutes and federal law including the National Voter Registration Act and the Help America Vote Act.

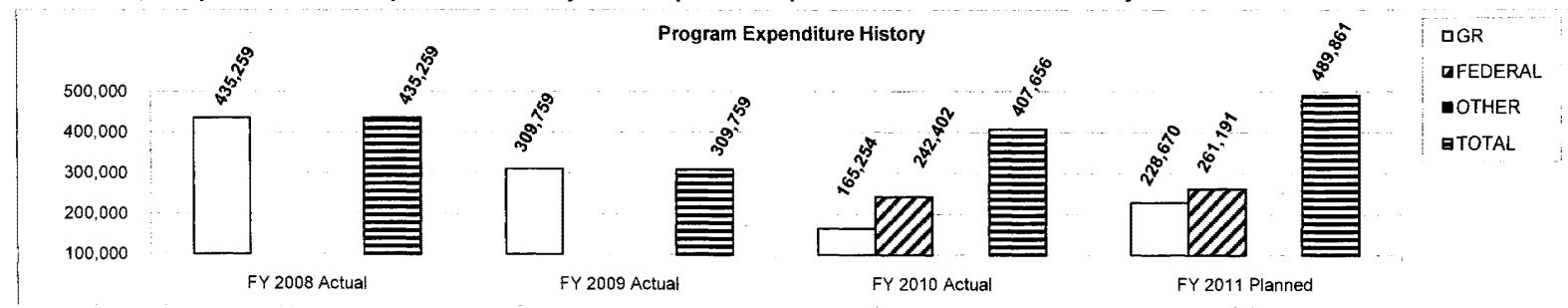
### 3. Are there federal matching requirements? If yes, please explain.

No.

### 4. Is this a federally mandated program? If yes, please explain.

No.

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Elections

**Program is found in the following core budget(s):** Operating Core

**6. What are the sources of the "Other" funds?**

**7a. Provide an effectiveness measure.**

The Elections Division has a goal of increasing voter registration and access to the voter registration process. However, the numbers of registered voters and voter registration applications fluctuate from year to year. As of October 29, 2010, there are 4,137,299 registered voters. The Office of the Secretary of State mailed the following number of voter registration applications:

2008 - 759,982

2009 - 105,323

2010 - 203,074 (to date)

The number of National Change of Address mailings in Fiscal Year 2010 was 241,986.

**7b. Provide an efficiency measure.**

An adequate supply of voter registration applications are available from this office to fulfill a request the same day or within 24 hours.

**7c. Provide the number of clients/individuals served, if applicable.**

116 local election authorities and thousands of prospective registered voters and callers requesting information.

**7d. Provide a customer satisfaction measure, if available.**

## PROGRAM DESCRIPTION

**Department** Secretary of State

**Program Name** Record Services

**Program is found in the following core budget(s):** Operating Core

### 1. What does this program do?

The Record Services Division is comprised of the following three divisions:

Archives: The Missouri State Archives is the official repository for Missouri's local and state government records of permanent historical value. Among its holdings are land records from Missouri's colonial, territorial, and early statehood periods; three of the four Missouri State Constitutions; the Journals of the Missouri House and Senate; Supreme Court of Missouri case files; State Appeals Court case files; Circuit and Probate Court case files and records for Missouri counties. As the home of the state's permanently valuable records, the Missouri State Archives identifies, collects, preserves, and makes available to government officials, historians, students, family historians, and other researchers the permanent and historically significant records of Missouri.

Records Management: The Records Management program directs the efficient and effective management of the official records of state government agencies by establishing standards, procedures, and techniques for the management of records; developing schedules for the retention of records of continuing value and the prompt and orderly destruction of records no longer possessing sufficient value to warrant their future retention; and operating the State Records Center to provide secure cost-effective storage of paper records during their retention, and efficient destruction when the retention period has expired. The program evaluates the cost efficiency of microfilm and electronic records technologies and provides imaging, microfilming and microfilm storage services to state agencies.

Local Records: Through consultations, inventories, records processing projects and a competitive grant program, Local Records works with public officials to preserve the permanent and historically significant records of their offices. These local records are vital to the citizens of Missouri, documenting everything from marriages and property ownership to education and government expenditures. In addition, the program provides professional guidance on managing current records; everything from proper housing and storage of records to final disposition through the implementation of Local Records generated retention schedules.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

RSMo 109 and dedicated funding for Local Records from Recorder of Deeds user fees in RSMo 59.319 (3)

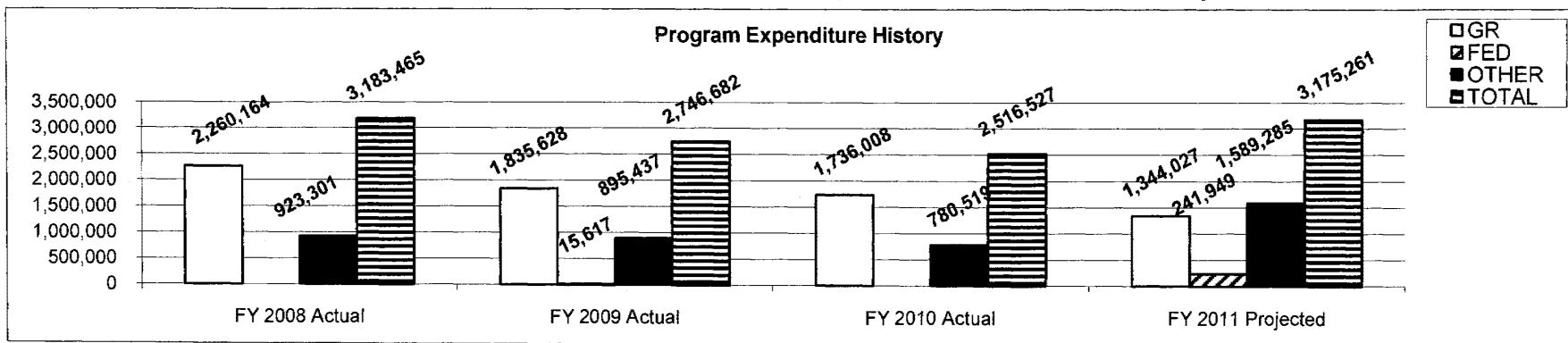
### 3. Are there federal matching requirements? If yes, please explain.

No

### 4. Is this a federally mandated program? If yes, please explain.

No

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



## PROGRAM DESCRIPTION

**Department** Secretary of State

**Program Name** Record Services

**Program is found in the following core budget(s):** Operating Core

**6. What are the sources of the "Other" funds?**

Local Records Preservation Program (0577)

**7a. Provide an effectiveness measure.**

Archives: In FY10, the Missouri State Archives responded to 31,207 information requests from 8,101 customers. Of these, 2,950 were first-time customers.

The Archives website had 53,835,406 hits in FY10 with an average of at least 67,696 unique visitors each month.

Records Management Imaging Services:

Images Microfilmed

Scanned Images

	FY08	FY09	FY10	FY11 Projected
Images Microfilmed	7,475,114	3,153,644	3,153,644	2,750,000
Scanned Images	1,316,602	2,427,054	1,613,552	2,500,000

Local Records:

Images Microfilmed

4,857,600	3,373,500	2,780,500	2,500,000
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**7b. Provide an efficiency measure.**

Records Management:

Records Center pulls/re-files

	FY08	FY09	FY10	FY11 Projected
Records Center pulls/re-files	59,348	56,634	54,296	62,000

Cost per State Records Center reference transaction

\$0.57	\$0.56	\$0.57	\$0.57
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Local Records:

Projects

\$ Per Project

72	77	71	75
17,166	16,051	15,974	16,000

## PROGRAM DESCRIPTION

**Department** Secretary of State

**Program Name** Record Services

**Program is found in the following core budget(s):** Operating Core

**7c. Provide the number of clients/individuals served, if applicable.**

Archives:

Anyone doing archival research, either for professional or personal use. This includes all Missouri citizens, as well as many out of state clients.

The means by which we serve them are: mail and email, telephone, in person, and via website.

Records Management: Number of state government units storing inactive records in State Records Center

Agency units storing records in Records Center

Records Center pulls/re-files

Records Center new boxes for storage

Records Center boxes destroyed

	FY08	FY09	FY10	FY11 Projected
Agency units storing records in Records Center	314	331	345	350
Records Center pulls/re-files	59,348	56,634	54,296	60,000
Records Center new boxes for storage	27,360	26,369	28,665	30,000
Records Center boxes destroyed	29,551	6,618	14,218	15,000

Local Records: Core clients are county, municipal, circuit, and probate clerks; recorders of deeds and collectors; and public school administrators. Included are 114 counties, 860 municipalities, and 523 school districts.

**7d. Provide a customer satisfaction measure, if available.**

In FY10 Missouri Digital Heritage was named by "Family Tree Magazine" as one of the '101 Best Websites' for the eighth year in a row.

The Archives also received a special citation from the Mormon History Association for its work on the "Mormon War" portion of the site.

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Administrative Rules/Legal Services

**Program is found in the following core budget(s):** Operating Core

**1. What does this program do?** See response to question 2

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

The Administrative Rules Division is required by statute, Chapter 536 RSMo, to accept rule filings, edit the filings, and then publish them in the *Missouri Register* and the *Code of State Regulations* for the 191 state agencies that promulgate rules. Rules or regulations have the force and effect of law and serve to implement and interpret the laws passed by the General Assembly and signed by the Governor. The Division publishes rule material six times per month which includes two (2) paper and two (2) Internet publications of the *Missouri Register* and one (1) paper and one (1) Internet publication of the *Code of State Regulations*. The Administrative Rules Division has implemented several features on the SOS homepage to assist in rulemaking such as: allowing state agencies to download current rules as word documents for use in amending current rules; providing fillable rulemaking forms on-line; permitting agencies to email electronic copies of proposed rule text changes to SOS; and providing a timeline calculator to assist agencies in calculating key dates for rulemaking. Ad Rules has developed requirements for an updated automation system that will allow state agencies to make rule filings with the SOS, the Joint Committee on Administrative Rules, and the Small Business Fairness Board simultaneously. Eliminating hard copy filings will save agencies copying and downtime in traveling and waiting for filings to be processed at each location. This Division routinely answers questions from agencies regarding filing rules and has published an updated rule manual containing uniform standards and procedures for use in making rule filings, *Rulemaking 1-2-3*. Additionally, the Administrative Rule Division offers classes to agencies in how to prepare and make rule filings.

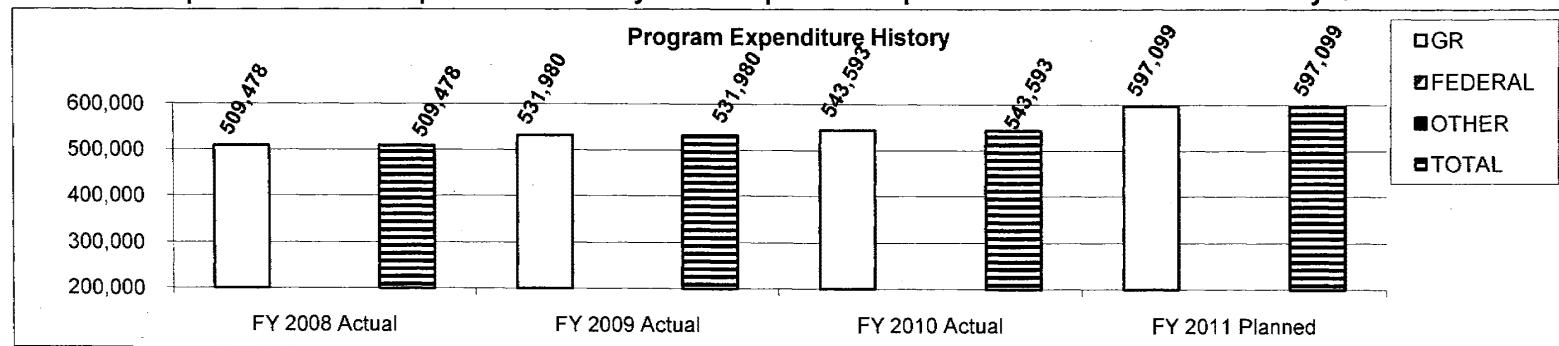
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Administrative Rules/Legal Services

**Program is found in the following core budget(s):** Operating Core

**6. What are the sources of the "Other" funds?**

None

**7a. Provide an effectiveness measure.**

Our primary effectiveness measure is continuing the timely processing of monthly publications without additional staff and little or no overtime. For the 2010 fiscal year , Ad Rules processed the following:

110 Emergency rules

530 Proposed rules

640 Orders of Rulemaking

31 In Additions

26 Executive Orders

164 Dissolutions and 16 other filings were filed with our Division, for a total of 1, 517 total filings published. In fiscal year 2010, 2, 212 pages of *Missouri Register* and 2,786 pages of *Code* were published. From July 1, 2010 through August 31, 2010, the Division has received 4 Emergency rule(s); 23 Proposed rules; 112 Orders of Rulemaking; 5 In Additions; 4 Executive Orders; and 12 Dissolutions to make a total of 160 filings and a total of 278 pages of *Missouri Register* and 671 pages of *Code* published.

**7b. Provide an efficiency measure.**

The above was accomplished with no additional staff.

**7c. Provide the number of clients/individuals served, if applicable.**

Administrative Rules serves 191 state agencies, who may have numerous rulemakers. Anyone interested in rulemaking may also access our website which has an electronic copy of the Rulemaking 1-2-3 manual, rulemaking forms, copy text for amending rules, and a timeline calculator for tracking key dates. An up-to-date copy of the Missouri Register and Code is also on our website.

**7d. Provide a customer satisfaction measure, if available.**

The Secretary of State's Office has received positive emails and written compliments regarding improvements to the Administrative Rule Division web page and its rulemaking classes. The Division of Administrative Rules offers in person rulemaking classes for all agencies upon request. In FY2010, numerous classes were requested and training was conducted with the Department of Social Services, Children's Division; Department of Health and Senior Services; Department of Social Services, MoHealthNet Division, Department of Revenue; and Missouri Propane Gas Commission. Since July 2010 two additional classes have been conducted at the Department of Natural Resources. Positive comments have been received from the attendees of this training and an additional class has been scheduled because the department found the training beneficial.

## PROGRAM DESCRIPTION

**Department** Secretary of State

**Program Name** Securities Division

**Program is found in the following core budget(s):** Operating Core

**1. What does this program do?**

The Securities Division provides investor protection to the citizens of Missouri through the administration and enforcement of the Missouri Securities Act of 2003 and the Model Commodities Code. Enforcement includes investigations, issuance of subpoenas, issuance of administrative order prohibiting violations, the commencement of civil actions in circuit court and referrals of criminal matters to state and federal prosecutors. Administration includes the registration of broker-dealers, their agents, investment advisers and their representatives, the registration of securities, and the notice-filing of federal covered securities and state exemptions from registration. Investor Education includes the preparation and printing of education materials for seminars, presentations and other public events and funding for financial education in elementary and high schools.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Missouri Securities Act of 2003, Section 409.1-101 et seq., RSMo., and 2003 Model Commodities Code, 409.800 et seq., RSMo.

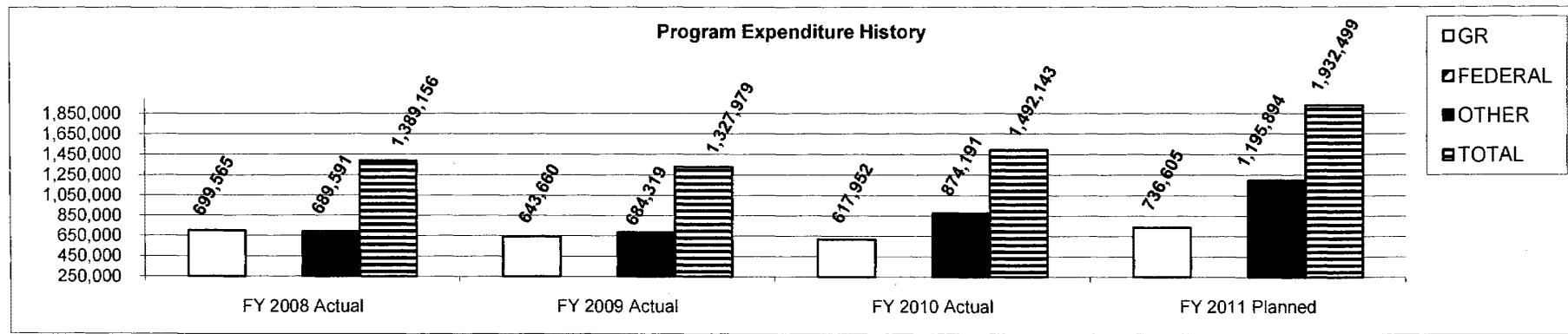
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



## PROGRAM DESCRIPTION

**Department** Secretary of State

**Program Name** Securities Division

**Program is found in the following core budget(s):** Operating Core

**6. What are the sources of the "Other" funds?**

Investor Education and Protection Fund (0829)

**7a. Provide an effectiveness measure.**

Measuring the effectiveness of law enforcement is difficult. Stronger investor protection should result in a lower percentage of complaints specifically measuring the percent of complaints involving fraud and unregistered activity.

**7b. Provide an efficiency measure.**

Measuring the efficiency of law enforcement is difficult. Theoretically, law enforcement is more efficient with increased case analysis and prompt action.

**7c. Provide the number of clients/individuals served, if applicable.**

	FY 2008	FY 2009	FY 2010
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Registered securities sellers/advisers

- Broker-dealers
- Broker-dealer agents
- Investment advisers-registered
- Federal Advisers-notice filed
- Investment adviser representatives

1,795	1,771	1,764
116,538	113,340	120,289
334	312	287
1,253	1,258	1,242
7,665	6,623	8,550

Registered securities offerings

Federal covered securities notice-filings

State exemption notice-filings

49	47	38
1,984	2,254	2430
43	22	26

Investor education seminars/events held/attended/prepared

60	48	57
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	CY2007	CY2008	CY2009
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Enforcement investigations opened

BDIA examinations/audits

Final administrative enforcement orders

Civil enforcement actions

Criminal prosecutions assisted

Victim restitution orders

237	187	202
65	64	73
60	49	56
15	5	6
8	5	9
7	12	16

**7d. Provide a customer satisfaction measure, if available.**

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Business Services

**Program is found in the following core budget(s):** Operating Core

**1. What does this program do?**

The Business Services Division is comprised of four business units: Corporations, Uniform Commercial Code (UCC), Commissions and the Safe at Home Program. Corporations is responsible for receiving, filing and maintaining all business and corporate filings that are required by law, as well as handling service of process. UCC is responsible for receiving, filing and maintaining notice filings for secured transactions as required by law. Commissions is responsible for receiving, filing and maintaining notary applications; documenting and providing certificates to gubernatorial appointees; filing and maintaining trademark and service mark registrations; processing certifications and apostilles for international documents; and handling foreign extraditions. The *Safe at Home* Program, which went into effect August 28, 2007, is an address confidentiality program which provides survivors of sexual assault, rape, stalking and domestic violence a substitute mailing address. Under this program, participants are provided a substitute mailing address to use on new records they create with state agencies, local government agencies, and the courts.

Each work area is responsible for answering customer inquiries timely and accurately whether by phone, in person or through correspondence with the office. Business Services has field offices in St. Louis, Kansas City and Springfield.

All filings for Corporations, except service of process filings, are done through the Knowledge Base system. Corporate annual reports, fictitious name registrations, good standing requests, certified copy requests, and limited liability company registrations are available to file, review, search and request online. All UCC filings can be filed online. In Commissions, notary look-up and the mandatory notary training course are available online. In FY 2010, 81% of the registration reports and 75% of the limited liability company creation filings were completed online.

The Business Services Division efficiently and effectively serves the citizens of Missouri by providing increased access to records and images 24 hours a day, seven days a week through the Secretary of State's web site.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Missouri Statutes 28, 274, 347, 349, 351, 352, 354, 355, 356, 357, 358, 359, 362, 375, 380, 388, 394, 400, 417, 486, 506 and 589

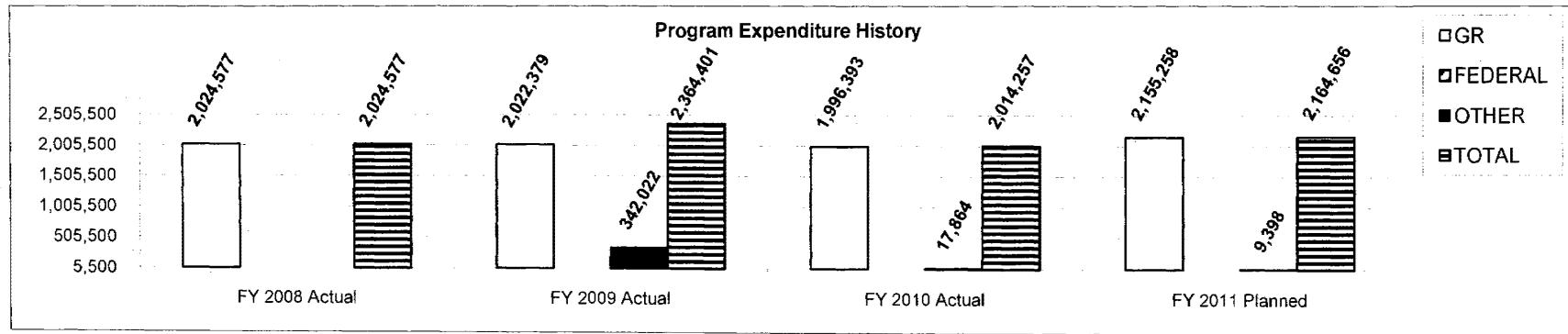
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Business Services

**Program is found in the following core budget(s):** Operating Core

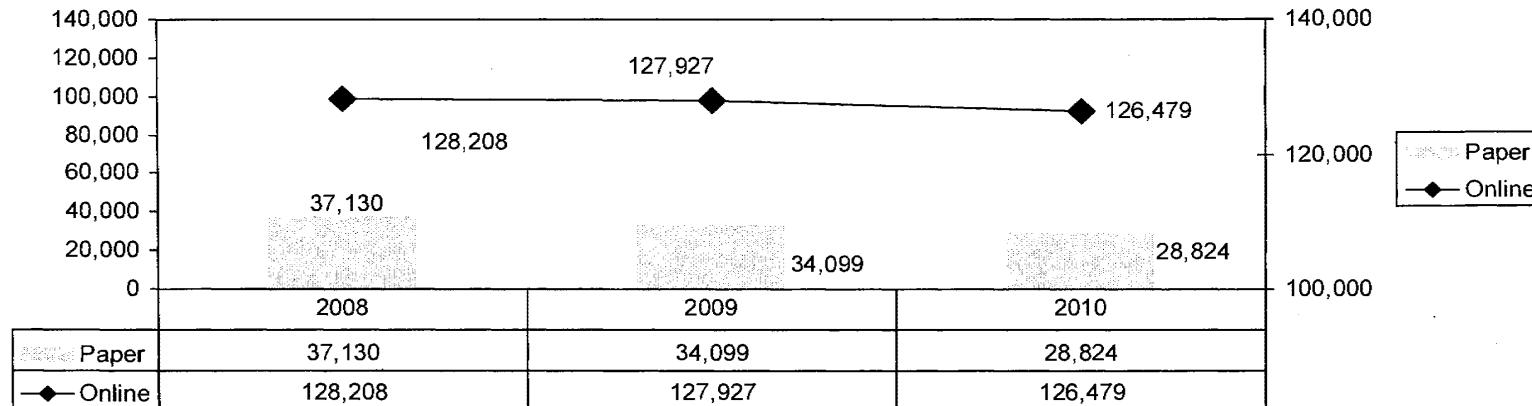
**6. What are the sources of the "Other" funds?**

Secretary of State Technology Trust Fund

**7a. Provide an effectiveness measure.**

The Business Services Division tracks turn-around time for all documents processed. Average processing time for paper documents is two days or less, except during peak processing times and for incomplete or incorrect filings. Turnaround time for online filings is instantaneous, and with only a few exceptions, walk-in customers receive immediate processing of their documents. Safe at Home participant mail receives same day processing.

**7b. Provide an efficiency measure.**



**7c. Provide the number of clients/individuals served, if applicable.**

The Business Services Division processes approximately 400,000 business filings annually. In July 2010, the average number of requests made to the Secretary of State Business Services' Division web page was just over 208,000 per day. 845 participants have been served by the Safe at Home Address Confidentiality Program since the program began in 2007.

**7d. Provide a customer satisfaction measure, if available.**

Missouri businesses have saved over \$14.6 million since 2005 by filing their registration reports and limited liability company creations online and taking advantage of the reduced online filing fees.

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Information Technology Services Division

**Program is found in the following core budget(s):** Operating Core

### 1. What does this program do?

The Secretary of State (SOS) Information Technology Services Division provides a full range of information systems management services to all sections of the Office of Secretary of State. Specific network infrastructure services provided to the Office of the Secretary of State include basic help desk support; desktop, notebook and other computer peripheral installation, maintenance and management; printer installation management and maintenance; network design, installation, management and security, including routers, switches, firewalls and intrusion detection systems; and server installation, administration and management. Specific information system management services provided to the Office of Secretary of State include information system and business process analysis and design; information system development and maintenance; project management; and disaster recovery and business continuity planning. Additionally, the SOS Information Technology Services Division is responsible for the development, maintenance and management of the Internet, intranet, and extranet presence of the Office of Secretary of State. SOS Information Technology Services Division works in cooperation with the SOS Elections Division to provide oversight and management of a centralized voter registration system to the local election authorities of each election jurisdiction in the State of Missouri.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

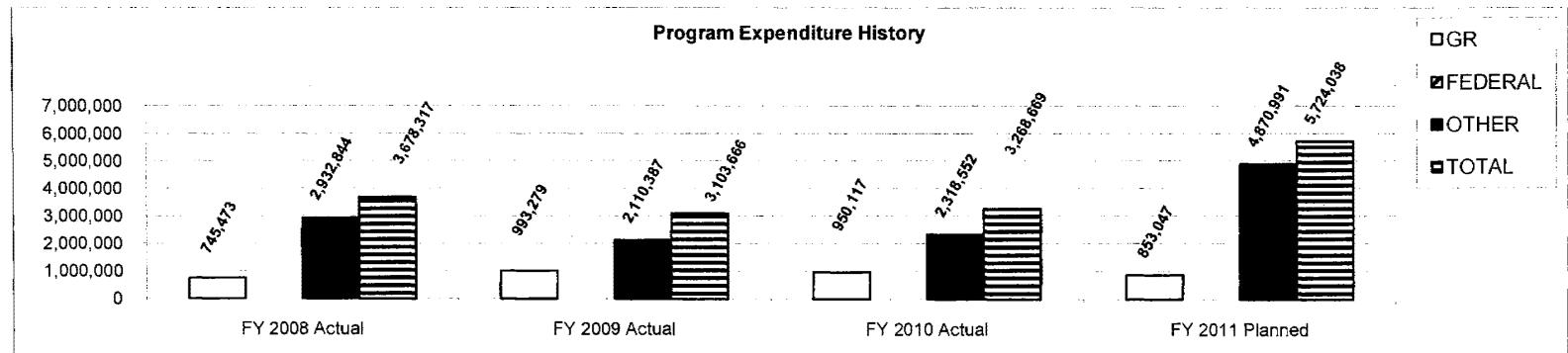
### 3. Are there federal matching requirements? If yes, please explain.

No

### 4. Is this a federally mandated program? If yes, please explain.

No

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Information Technology Services Division

**Program is found in the following core budget(s):** Operating Core

**6. What are the sources of the "Other" funds?**

Secretary of State Technology Trust Fund (0266)

**7a. Provide an effectiveness measure.**

The following measures have been identified as important in determining, managing and improving the overall effectiveness of services delivered.

	<b>Actual</b>
Network Availability	99.93%
Trouble Ticket Volume	235/month
Number of Completed Projects	22

**7b. Provide an efficiency measure.**

The following measures have been identified as important in determining, managing and improving the overall efficiency of services delivered.

	<b>Actual</b>
Trouble Ticket Turnaround Time (Avg)	1.37 Hours

**7c. Provide the number of clients/individuals served, if applicable.**

The SOS Information Technology Services Division supports all SOS staff as well as the Local Elections Authorities and their staff in each county. Additionally, the SOS ITSD indirectly supports the hundreds of thousands of citizens that interact with the other SOS divisions through their various online applications and services.

SOS Staff	280.3
Local Elections Authorities and Staff	600
System transactions completed by citizens or businesses	> 3,000,000

**7d. Provide a customer satisfaction measure, if available.**

Customer satisfaction is an important measure in validating the overall effectiveness and efficiency of our operation and the services provided. Satisfaction measures include: over 99% website availability, 1.37 hour response time for trouble-ticket resolution, and 95% "exceeds expectations" on internal customer surveys.

## PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Library Services

Program is found in the following core budget(s): Operating Core

### 1. What does this program do?

The State Library works to improve library service throughout Missouri and for state government. It provides leadership and expertise in library and information services, promotes the establishment and development of stronger libraries, and maintains quality library service to the legislature and the executive branch agencies as well as other state and local governments. The State Library distributes public information, literacy assistance, and training to local libraries.

Library research services are provided to state government employees and the Legislature. The resources needed to provide continued operation of these services include personnel, support for a collection of cataloged books, federal and state publications, print periodical subscriptions, and over 41,000 electronic resources available to state officials at their desktops. These electronic resources include more than 8,000 full-text books, 10,000 full-text journals as well as access to newspapers, business databases, legislative histories, bills and laws.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

RSMo Ch181; Mo Constitution, Article X, Section 10. Library Services and Technology Act; Public Law 104-298, as amended.

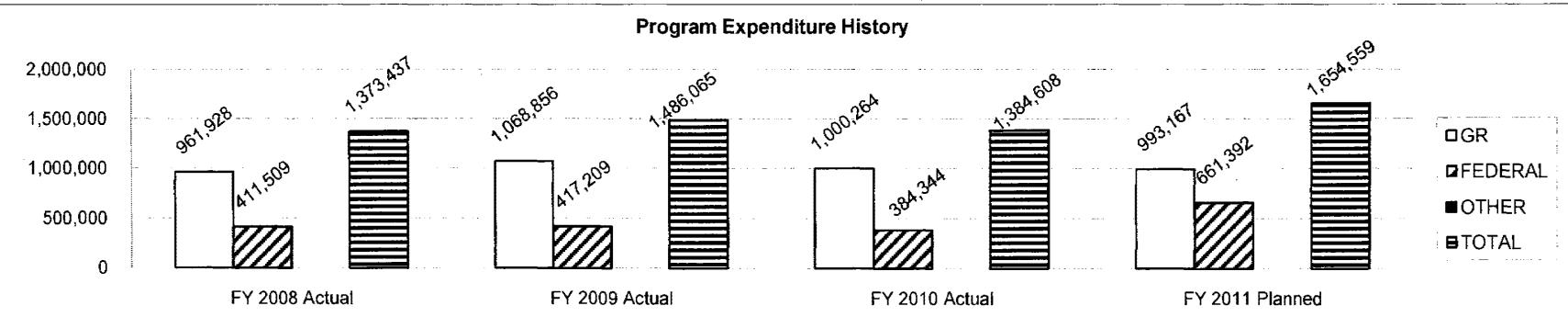
### 3. Are there federal matching requirements? If yes, please explain.

No

### 4. Is this a federally mandated program? If yes, please explain.

No

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



### 6. What are the sources of the "Other" funds?

None.

## PROGRAM DESCRIPTION

**Department: Secretary of State**

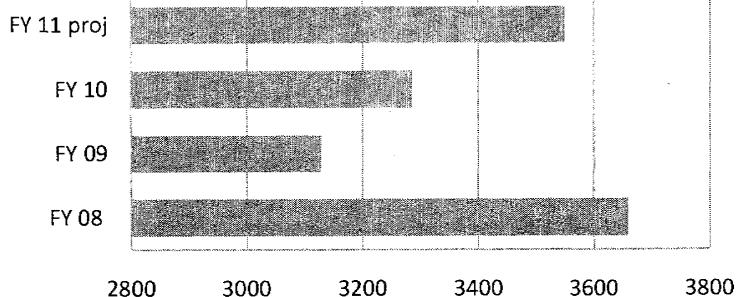
**Program Name: Library Services**

**Program is found in the following core budget(s): Operating Core**

**7a. Provide an effectiveness measure.**

The MOBIUS shared library catalog allows the State Library to have immediate access to materials in libraries across the state to fill information requests of state employees. The courier service shared by the MOBIUS member libraries provides pick-up and delivery service of library materials statewide.

### **Library Circulation Activity**



**7b. Provide an efficiency measure.**

The percent of public libraries participating in the statewide summer reading program has been 94% and above since FY 2007.

**7c. Provide the number of clients/individuals served, if applicable.**

	2008	2009	2010	2011 (estimated)
Youth summer reading club participants	140,768	136,688	125,180	135,000
Teen summer reading club participants (2010 decreased participation due to cancellation of summer school by many school districts)	35,668	29,773	25,882	28,000

## PROGRAM DESCRIPTION

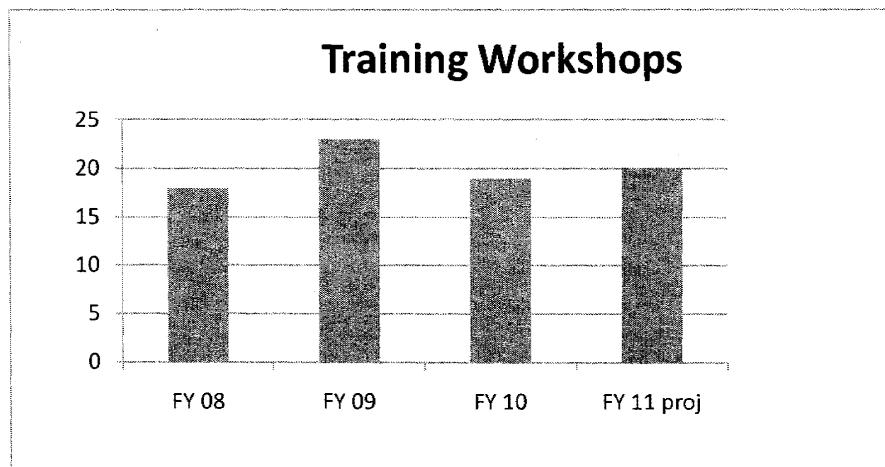
**Department:** Secretary of State

**Program Name:** Library Services

**Program is found in the following core budget(s):** Operating Core

**7d. Provide a customer satisfaction measure, if available.**

Reference Services has a strong outreach effort including informational packets distributed to the General Assembly and state government departments. Outreach includes training state employees in the use of library services and products, especially using electronic databases. Training sessions are held quarterly in MOTEC classrooms and also on-demand in agency offices. The number of participants in FY 09 included a one-time class of 96.



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Wolfner Library

**Program is found in the following core budget(s):** Operating Core

### 1. What does this program do?

The Wolfner Library for the Blind and Physically Handicapped is a free library service available to anyone in the State of Missouri unable to read standard print materials due to a visual or physical disability. The library collection consists of more than 460,000 volumes of books in non-print formats (Braille, cassette and digital) on a broad range of fiction and non-fiction topics, for all ages. The library loans machines to those using the recorded materials. Over one hundred (100) magazine subscriptions are also available. Books and magazines are mailed to and from library patrons, wherever they reside, at no charge. Currently, over 11,000 Missourians actively use the Wolfner Library service. Wolfner Library distributes more than 400,000 books and magazines to those 11,000 Missourians unable to read printed materials. In FY09, Wolfner Library began transitioning from analog cassette media to digital media.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Missouri Revised Statutes 181.065 and PL 89-522

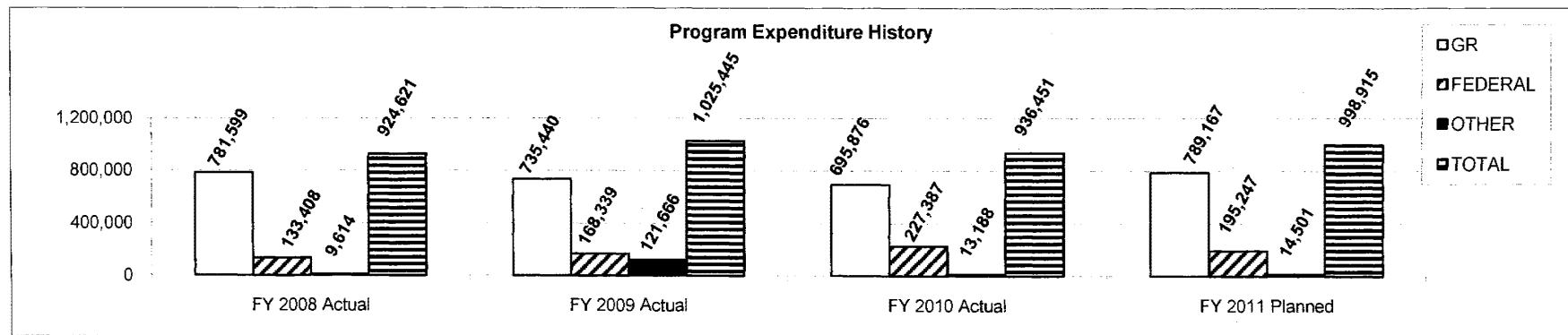
### 3. Are there federal matching requirements? If yes, please explain.

No

### 4. Is this a federally mandated program? If yes, please explain.

Public Law 89-522 establishes a national program to provide library service to everyone in the United States who cannot use print. Each state provides services to the blind and physically disabled under the direction of the National Library Service.

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



### 6. What are the sources of the "Other" funds?

## PROGRAM DESCRIPTION

Department: Secretary of State

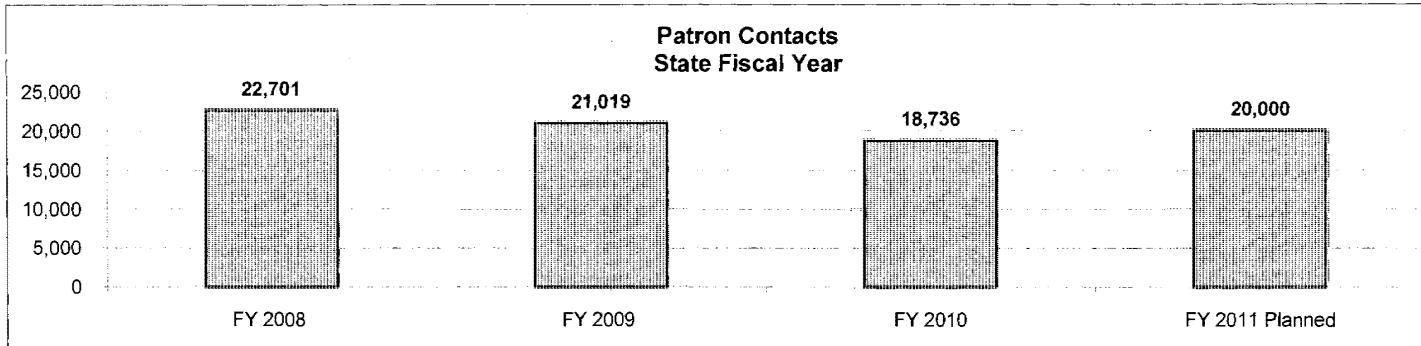
Program Name: Wolfner Library

Program is found in the following core budget(s): Operating Core

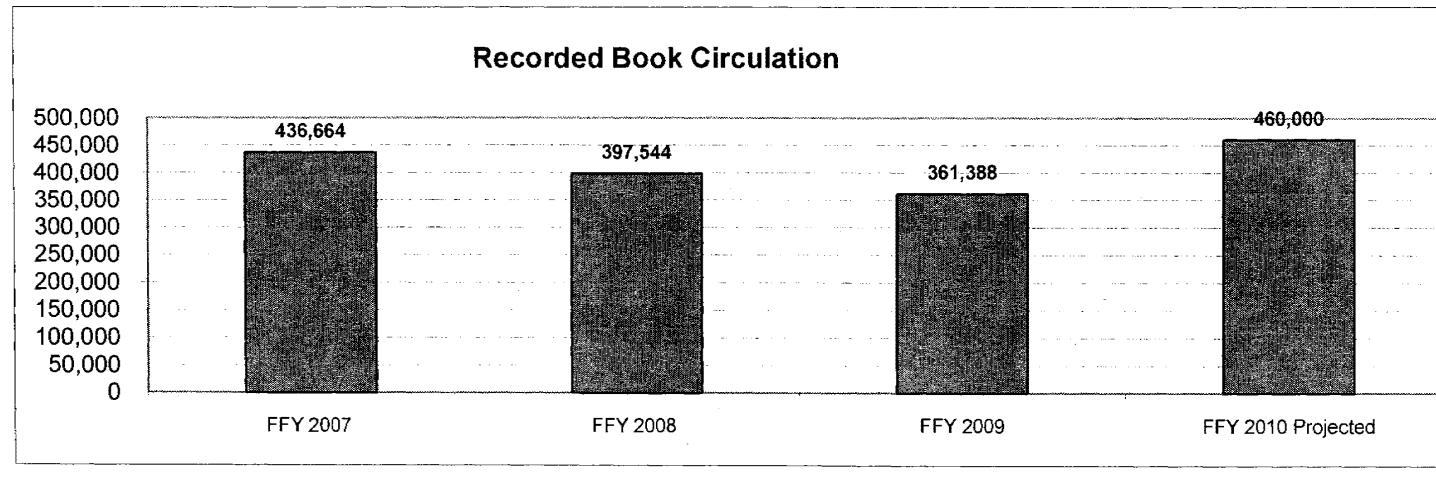
Wolfner Library Trust Fund (0928)

Provide an effectiveness measure.

7a.



7b. Provide an efficiency measure.



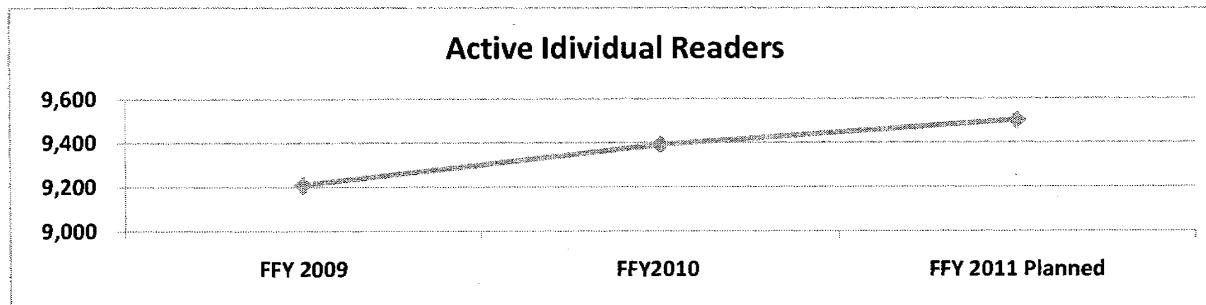
### PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Wolfner Library

Program is found in the following core budget(s): Operating Core

7c. Provide the number of clients/individuals served, if applicable.



7d. Provide a customer satisfaction measure, if available.

#### Wolfner Library Patron Survey

	Excellent	Very good	Fair	Poor
The courtesy of library staff is:	442	115	5	1
The overall rating of Wolfner Library services is:	484	73	3	0
How satisfied are you with the number of books you receive?	0	535	0	24
How satisfied are you with collection the subject matter?	511	0	16	28

## DECISION ITEM SUMMARY

Budget Unit	FY 2010 ACTUAL DOLLAR	FY 2010 ACTUAL FTE	FY 2011 BUDGET DOLLAR	FY 2011 BUDGET FTE	FY 2012 DEPT REQ DOLLAR	FY 2012 DEPT REQ FTE	FY 2012 GOV REC DOLLAR	FY 2012 GOV REC FTE
<b>GRANTS AND PROJECTS</b>								
CORE								
EXPENSE & EQUIPMENT								
SECRETARY OF STATE-FED & OTHER	3,959	0.00	0	0.00	17	0.00	17	0.00
TOTAL - EE	3,959	0.00	0	0.00	17	0.00	17	0.00
PROGRAM-SPECIFIC								
SECRETARY OF STATE-FED & OTHER	9,504	0.00	200,000	0.00	199,983	0.00	199,983	0.00
TOTAL - PD	9,504	0.00	200,000	0.00	199,983	0.00	199,983	0.00
<b>TOTAL</b>	<b>13,463</b>	<b>0.00</b>	<b>200,000</b>	<b>0.00</b>	<b>200,000</b>	<b>0.00</b>	<b>200,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$13,463</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23142C	
<b>Division</b>	Administrative Services			
<b>Core -</b>	Federal Grants, Donations, Projects			
<b>1. CORE FINANCIAL SUMMARY</b>				
<b>FY 2012 Budget Request</b>				
	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>
PS	0	0	0	0
EE	0	17	0	17
PSD	0	199,983	0	199,983 E
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>200,000 E</b>
<b>FY 2012 Governor's Recommendation</b>				
	<b>GR</b>	<b>Fed</b>	<b>Other</b>	<b>Total</b>
PS	0	0	0	0
EE	0	17	0	17
PSD	0	199,983	0	199,983 E
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>200,000 E</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Est. Fringe</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				
Other Funds:		Other Funds:		
<b>2. CORE DESCRIPTION</b>				
<p>The Office of the Secretary of State requests this appropriation to provide a means of receiving and expending funds that become available during the fiscal year from grants, contracts, or gifts from the federal government, other governmental entities, and private sources. Similar appropriations have been provided for many years to a number of departments of state government such as the Department of Elementary and Secondary Education, the Department of Health and Senior Services, the Department of Mental Health, and the Department of Social Services. This request continues in accordance with recommendations from OA, Budget and Planning, regarding open-ended federal appropriations.</p> <p>The Secretary of State currently has two grants totalling \$213,507 from the NHPRC (National Historical Publications and Records Commission). One other grant from the NHPRC has been completed using this appropriation.</p>				
<b>3. PROGRAM LISTING (list programs included in this core funding)</b>				

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23142C	
<b>Division</b>	Administrative Services			
<b>Core -</b>	Federal Grants, Donations, Projects			
<b>4. FINANCIAL HISTORY</b>				
	<b>FY 2008 Actual</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Current Yr.</b>
Appropriation (All Funds)	200,000	200,000	200,000	200,000 E
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	200,000	200,000	200,000	N/A
Actual Expenditures (All Funds)	0	0	13,463	N/A
Unexpended (All Funds)	<u>200,000</u>	<u>200,000</u>	<u>186,537</u>	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	200,000	200,000	186,537	N/A
Other	0	0	0	N/A

**Actual Expenditures (All Funds)**

Year	Expenditure
FY 2008	0
FY 2009	0
FY 2010	13,463

Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

**NOTES:**

This appropriation has enabled the receipt and distribution of three National Historical Publications and Records Commission (NHPRC) grants.

## CORE RECONCILIATION DETAIL

**SECRETARY OF STATE  
GRANTS AND PROJECTS**

### **5. CORE RECONCILIATION DETAIL**

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFF AFTER VETOES</b>							
	PD	0.00	0	200,000	0	200,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>							
Core Reallocation	1583 2522	EE	0.00	0	17	0	17
Core Reallocation	1583 2522	PD	0.00	0	(17)	0	(17)
<b>NET DEPARTMENT CHANGES</b>			<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	0	17	0	17	
	PD	0.00	0	199,983	0	199,983	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	0	17	0	17	
	PD	0.00	0	199,983	0	199,983	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	

**DECISION ITEM DETAIL**

Budget Unit Decision Item Budget Object Class	FY 2010 ACTUAL DOLLAR	FY 2010 ACTUAL FTE	FY 2011 BUDGET DOLLAR	FY 2011 BUDGET FTE	FY 2012 DEPT REQ DOLLAR	FY 2012 DEPT REQ FTE	FY 2012 GOV REC DOLLAR	FY 2012 GOV REC FTE
<b>GRANTS AND PROJECTS</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	703	0.00	0	0.00	1	0.00	1	0.00
TRAVEL, OUT-OF-STATE	0	0.00	0	0.00	1	0.00	1	0.00
FUEL & UTILITIES	0	0.00	0	0.00	1	0.00	1	0.00
SUPPLIES	0	0.00	0	0.00	1	0.00	1	0.00
PROFESSIONAL DEVELOPMENT	2,500	0.00	0	0.00	1	0.00	1	0.00
COMMUNICATION SERV & SUPP	0	0.00	0	0.00	1	0.00	1	0.00
PROFESSIONAL SERVICES	0	0.00	0	0.00	1	0.00	1	0.00
HOUSEKEEPING & JANITORIAL SERV	0	0.00	0	0.00	1	0.00	1	0.00
M&R SERVICES	0	0.00	0	0.00	1	0.00	1	0.00
COMPUTER EQUIPMENT	0	0.00	0	0.00	1	0.00	1	0.00
MOTORIZED EQUIPMENT	0	0.00	0	0.00	1	0.00	1	0.00
OFFICE EQUIPMENT	0	0.00	0	0.00	1	0.00	1	0.00
OTHER EQUIPMENT	0	0.00	0	0.00	1	0.00	1	0.00
PROPERTY & IMPROVEMENTS	0	0.00	0	0.00	1	0.00	1	0.00
BUILDING LEASE PAYMENTS	0	0.00	0	0.00	1	0.00	1	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	0	0.00	1	0.00	1	0.00
MISCELLANEOUS EXPENSES	756	0.00	0	0.00	1	0.00	1	0.00
<b>TOTAL - EE</b>	<b>3,959</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>17</b>	<b>0.00</b>	<b>17</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	9,504	0.00	200,000	0.00	199,983	0.00	199,983	0.00
<b>TOTAL - PD</b>	<b>9,504</b>	<b>0.00</b>	<b>200,000</b>	<b>0.00</b>	<b>199,983</b>	<b>0.00</b>	<b>199,983</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$13,463</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$13,463	0.00	\$200,000	0.00	\$200,000	0.00	\$200,000	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Federal grants, donations, contracts

**Program is found in the following core budget(s):** Administrative Services

**1. What does this program do?**

The opportunity to apply for federal funding and other grants comes at various times throughout the fiscal year. Not all of the funding opportunities can be foreseen ahead of time. This appropriation has the effect of substantially increasing the department's ability to take advantage of funds which may become available between sessions.

The State Library is interested in working with other agencies to house and automate library collections of use to state government as was done with the Missouri Department of Transportation (MODOT) transportation library in the past.

The Records Services division has two current National Historical Publications and Records Commission (NHPRC) grants totaling \$213,507 using this spending authority.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

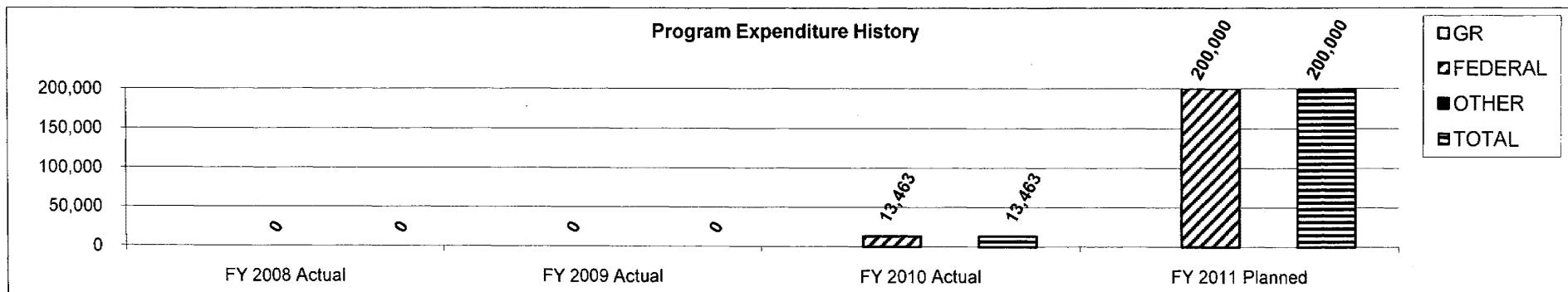
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other" funds?**

Grants, donations, and contracts

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Federal grants, donations, contracts

**Program is found in the following core budget(s):** Administrative Services

**7a. Provide an effectiveness measure.**

Funding from other sources for innovative projects increases.

**7b. Provide an efficiency measure.**

Having this appropriation has ensured that the projects have started and been completed in a timely manner. The process has not been delayed while waiting to receive spending authority to spend the grant monies.

**7c. Provide the number of clients/individuals served, if applicable.**

Scope will depend on each innovative project identified and completed.

**7d. Provide a customer satisfaction measure, if available.**

Faster completion will improve satisfaction and result in more innovative projects.

**OM / Refunds /  
Restitution**

## DECISION ITEM SUMMARY

Budget Unit Decision Item Budget Object Summary Fund	FY 2010 ACTUAL DOLLAR	FY 2010 ACTUAL FTE	FY 2011 BUDGET DOLLAR	FY 2011 BUDGET FTE	FY 2012 DEPT REQ DOLLAR	FY 2012 DEPT REQ FTE	FY 2012 GOV REC DOLLAR	FY 2012 GOV REC FTE
<b>OFFICIAL MANUAL</b>								
<b>CORE</b>								
EXPENSE & EQUIPMENT								
FEDERAL BUDGET STAB-MEDICAID RE	367,376	0.00	0	0.00	0	0.00	0	0.00
TOTAL - EE	367,376	0.00	0	0.00	0	0.00	0	0.00
<b>TOTAL</b>	<b>367,376</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$367,376</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

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**DECISION ITEM DETAIL**

Budget Unit Decision Item Budget Object Class	FY 2010 ACTUAL DOLLAR	FY 2010 ACTUAL FTE	FY 2011 BUDGET DOLLAR	FY 2011 BUDGET FTE	FY 2012 DEPT REQ DOLLAR	FY 2012 DEPT REQ FTE	FY 2012 GOV REC DOLLAR	FY 2012 GOV REC FTE
<b>OFFICIAL MANUAL</b>								
<b>CORE</b>								
SUPPLIES	17,605	0.00	0	0.00	0	0.00	0	0.00
PROFESSIONAL SERVICES	349,771	0.00	0	0.00	0	0.00	0	0.00
<b>TOTAL - EE</b>	<b>367,376</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$367,376</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$367,376	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

## DECISION ITEM SUMMARY

Budget Unit Decision Item Budget Object Summary Fund	FY 2010 ACTUAL DOLLAR	FY 2010 ACTUAL FTE	FY 2011 BUDGET DOLLAR	FY 2011 BUDGET FTE	FY 2012 DEPT REQ DOLLAR	FY 2012 DEPT REQ FTE	FY 2012 GOV REC DOLLAR	FY 2012 GOV REC FTE
<b>REFUNDS</b>								
<b>CORE</b>								
PROGRAM-SPECIFIC								
GENERAL REVENUE	58,389	0.00	50,000	0.00	50,000	0.00	50,000	0.00
TOTAL - PD	58,389	0.00	50,000	0.00	50,000	0.00	50,000	0.00
<b>TOTAL</b>	<b>58,389</b>	<b>0.00</b>	<b>50,000</b>	<b>0.00</b>	<b>50,000</b>	<b>0.00</b>	<b>50,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$58,389</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	<u>23145C</u>																														
<b>Division</b>	Refunds Core																																
<b>Core -</b>	Refunds																																
<b>1. CORE FINANCIAL SUMMARY</b>																																	
<b>FY 2012 Budget Request</b> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>GR</th> <th>Federal</th> <th>Other</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>PS</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>EE</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>PSD</td> <td>50,000</td> <td>0</td> <td>0</td> <td>50,000 E</td> </tr> <tr> <td>TRF</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td><b>Total</b></td> <td><b>50,000</b></td> <td><b>0</b></td> <td><b>0</b></td> <td><b>50,000 E</b></td> </tr> </tbody> </table>					GR	Federal	Other	Total	PS	0	0	0	0	EE	0	0	0	0	PSD	50,000	0	0	50,000 E	TRF	0	0	0	0	<b>Total</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000 E</b>
	GR	Federal	Other	Total																													
PS	0	0	0	0																													
EE	0	0	0	0																													
PSD	50,000	0	0	50,000 E																													
TRF	0	0	0	0																													
<b>Total</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000 E</b>																													
<b>FY 2012 Governor's Recommendation</b> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>GR</th> <th>Fed</th> <th>Other</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>PS</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>EE</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>PSD</td> <td>50,000</td> <td>0</td> <td>0</td> <td>50,000 E</td> </tr> <tr> <td>TRF</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td><b>Total</b></td> <td><b>50,000</b></td> <td><b>0</b></td> <td><b>0</b></td> <td><b>50,000 E</b></td> </tr> </tbody> </table>					GR	Fed	Other	Total	PS	0	0	0	0	EE	0	0	0	0	PSD	50,000	0	0	50,000 E	TRF	0	0	0	0	<b>Total</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000 E</b>
	GR	Fed	Other	Total																													
PS	0	0	0	0																													
EE	0	0	0	0																													
PSD	50,000	0	0	50,000 E																													
TRF	0	0	0	0																													
<b>Total</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000 E</b>																													
<b>FTE</b> <b>0.00</b> <b>0.00</b> <b>0.00</b> <b>0.00</b>																																	
<b>Est. Fringe</b> <b>0</b> <b>0</b> <b>0</b> <b>0</b>																																	
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>																																	
Other Funds:      None																																	
<b>2. CORE DESCRIPTION</b>																																	
<p>Most refunds for prior fiscal years were due to overpayments received in the form of checks in our Business Services area. We have expanded online filing in Business Services, which automatically determines the total fees owed, and these are then paid by credit card and ACH debit.</p> <p>33.020 RSMo</p>																																	
<b>3. PROGRAM LISTING (list programs included in this core funding)</b>																																	
Refunds																																	

## CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b> <u>23145C</u>		
<b>Division</b>	Refunds Core			
<b>Core -</b>	Refunds			
<b>4. FINANCIAL HISTORY</b>				
	<b>FY 2008 Actual</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Current Yr.</b>
Appropriation (All Funds)	70,000	60,000	60,000	50,000 E
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	70,000	60,000	60,000	N/A
Actual Expenditures (All Funds)	69,235	55,716	58,389	N/A
Unexpended (All Funds)	765	4,284	1,611	N/A
Unexpended, by Fund:				
General Revenue	765	4,284	1,611	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A
<b>Actual Expenditures (All Funds)</b>				
FY 2008      FY 2009      FY 2010				

Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

**NOTES:**

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
REFUNDS

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>	PD	0.00	50,000	0	0	50,000	
	<b>Total</b>	<b>0.00</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	
<b>DEPARTMENT CORE REQUEST</b>	PD	0.00	50,000	0	0	50,000	
	<b>Total</b>	<b>0.00</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>	PD	0.00	50,000	0	0	50,000	
	<b>Total</b>	<b>0.00</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	FY 2012	FY 2012
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>REFUNDS</b>								
<b>CORE</b>								
REFUNDS	58,389	0.00	50,000	0.00	50,000	0.00	50,000	0.00
<b>TOTAL - PD</b>	<b>58,389</b>	<b>0.00</b>	<b>50,000</b>	<b>0.00</b>	<b>50,000</b>	<b>0.00</b>	<b>50,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$58,389</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>
GENERAL REVENUE	\$58,389	0.00	\$50,000	0.00	\$50,000	0.00	\$50,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Administrative Services

**Program is found in the following core budget(s):** Refunds

### 1. What does this program do?

The Office of the Secretary of State collects revenues, often received in the form of a check, for services provided. Refunds result when an overpayment occurs. This request is for an estimated appropriation to allow timely payment of refunds should there be more overpayments than anticipated. This appropriation is used for refunds occurring in all areas within the office except special funds.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Missouri Constitution

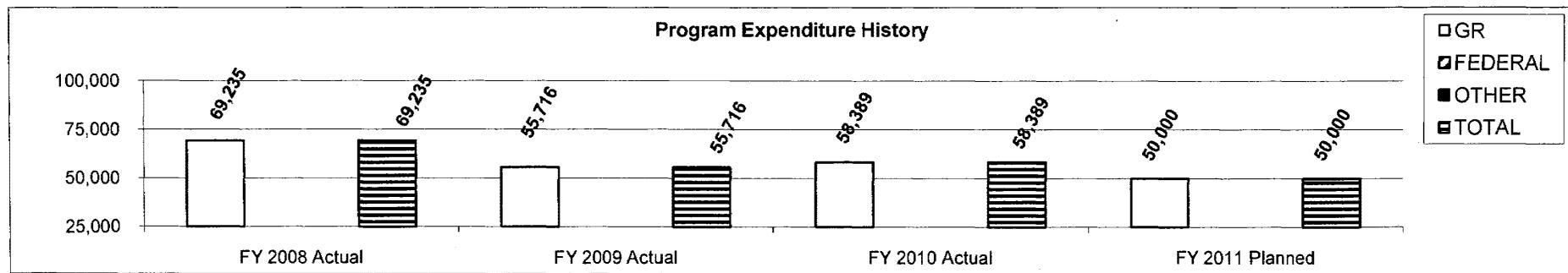
### 3. Are there federal matching requirements? If yes, please explain.

No

### 4. Is this a federally mandated program? If yes, please explain.

No

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Administrative Services

**Program is found in the following core budget(s):** Refunds

**6. What are the sources of the "Other" funds?**

None

**7a. Provide an effectiveness measure.**

None

**7b. Provide an efficiency measure.**

Rather than return a check for an incorrect amount and delay processing of the filing or other service, this office will deposit the check and refund the excess fee collected. These refunds provide faster and better service for customers of the Office of the Secretary of State.

**7c. Provide the number of clients/individuals served, if applicable.**

None

**7d. Provide a customer satisfaction measure, if available.**

None

## DECISION ITEM SUMMARY

Budget Unit Decision Item Budget Object Summary Fund	FY 2010 ACTUAL DOLLAR	FY 2010 ACTUAL FTE	FY 2011 BUDGET DOLLAR	FY 2011 BUDGET FTE	FY 2012 DEPT REQ DOLLAR	FY 2012 DEPT REQ FTE	FY 2012 GOV REC DOLLAR	FY 2012 GOV REC FTE
<b>INVESTORS' RESTITUTION</b>								
CORE								
PROGRAM-SPECIFIC								
INVESTORS RESTITUTION FUND	94,405	0.00	55,000	0.00	55,000	0.00	55,000	0.00
TOTAL - PD	94,405	0.00	55,000	0.00	55,000	0.00	55,000	0.00
<b>TOTAL</b>	<b>94,405</b>	<b>0.00</b>	<b>55,000</b>	<b>0.00</b>	<b>55,000</b>	<b>0.00</b>	<b>55,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$94,405</b>	<b>0.00</b>	<b>\$55,000</b>	<b>0.00</b>	<b>\$55,000</b>	<b>0.00</b>	<b>\$55,000</b>	<b>0.00</b>

**CORE DECISION ITEM**

**Department:** Secretary of State  
**Division:** Securities  
**Core - Investor Restitution Fund**

**Budget Unit** 23149C

**1. CORE FINANCIAL SUMMARY**

	FY 2012 Budget Request			Total
	GR	Federal	Other	
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	55,000	55,000
TRF	0	0	0	0
Total	<b>0</b>	<b>0</b>	<b>55,000</b>	<b>55,000</b>

FTE            **0.00**            **0.00**            **0.00**            **0.00**

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Investor Restitution (0741)

	FY 2012 Governor's Recommendation			Total
	GR	Fed	Other	
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	55,000	55,000
TRF	0	0	0	0
Total	<b>0</b>	<b>0</b>	<b>55,000</b>	<b>55,000</b>

FTE            **0.00**            **0.00**            **0.00**            **0.00**

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

**2. CORE DESCRIPTION**

This fund is established under Section 409.6-603(e), RSMo., for preserving and distributing restitution funds obtained through Securities Division enforcement actions to aggrieved investors. During the course of a year, it is never known how much money might be paid into the fund or needed for distribution from the fund. An estimated fund is necessary to allow us to increase the fund and pay aggrieved investors in a timely manner.

**3. PROGRAM LISTING (list programs included in this core funding)**

Investor Restitution

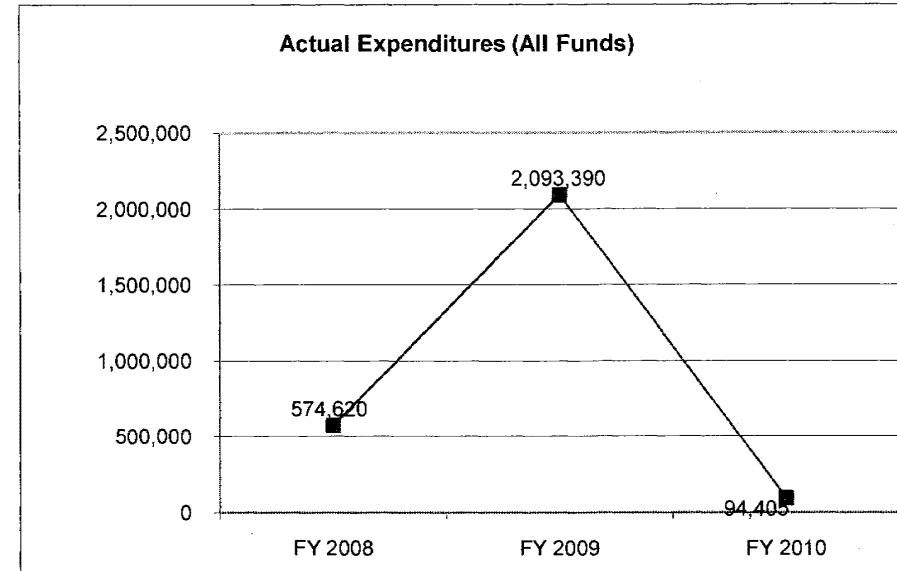
## CORE DECISION ITEM

**Department:** Secretary of State  
**Division:** Securities  
**Core - Investor Restitution Fund**

**Budget Unit** 23149C

### 4. FINANCIAL HISTORY

	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Current Yr.	
Appropriation (All Funds)	581,000	2,094,200	96,000	55,000	E
Less Reverted (All Funds)	0	0	0		N/A
Budget Authority (All Funds)	581,000	2,094,200	96,000		N/A
Actual Expenditures (All Funds)	574,620	2,093,390	94,405		N/A
Unexpended (All Funds)	6,380	810	1,595		N/A
Unexpended, by Fund:					
General Revenue	0	0	0		N/A
Federal	0	0	0		N/A
Other	6,380	810	1,595		N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

**NOTES:** FY2009 included payments to investors from the Investor Restitution Fund related to the global research analyst conflict cases. SEC and state settlements with the firms who violated securities laws provided for: 1) federal restitution to investors; and 2) the payment of penalties to states. Missouri was the only state to dedicate its penalty payments to investor restitution; over the past several years, the Securities Division has worked with the Federal distribution plan managers to arrange for state restitution where federal payments did not result in full restitution.

## CORE RECONCILIATION DETAIL

**SECRETARY OF STATE  
INVESTORS' RESTITUTION**

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### **5. CORE RECONCILIATION DETAIL**

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	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFF AFTER VETOES</b>	PD	0.00	0	0	55,000	55,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>55,000</b>	<b>55,000</b>	
<b>DEPARTMENT CORE REQUEST</b>	PD	0.00	0	0	55,000	55,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>55,000</b>	<b>55,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>	PD	0.00	0	0	55,000	55,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>55,000</b>	<b>55,000</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	FY 2012	FY 2012
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>INVESTORS' RESTITUTION</b>								
<b>CORE</b>								
PROGRAM DISTRIBUTIONS	94,405	0.00	55,000	0.00	55,000	0.00	55,000	0.00
<b>TOTAL - PD</b>	<b>94,405</b>	<b>0.00</b>	<b>55,000</b>	<b>0.00</b>	<b>55,000</b>	<b>0.00</b>	<b>55,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$94,405</b>	<b>0.00</b>	<b>\$55,000</b>	<b>0.00</b>	<b>\$55,000</b>	<b>0.00</b>	<b>\$55,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$94,405	0.00	\$55,000	0.00	\$55,000	0.00	\$55,000	0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Securities

**Program is found in the following core budget(s):** Investor Restitution Fund

### 1. What does this program do?

This fund is established under Section 409.6-603(e), RSMo., for preserving and distributing restitution funds obtained through Securities Division enforcement actions to aggrieved investors.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Section 409.6-603(e), RSMo.

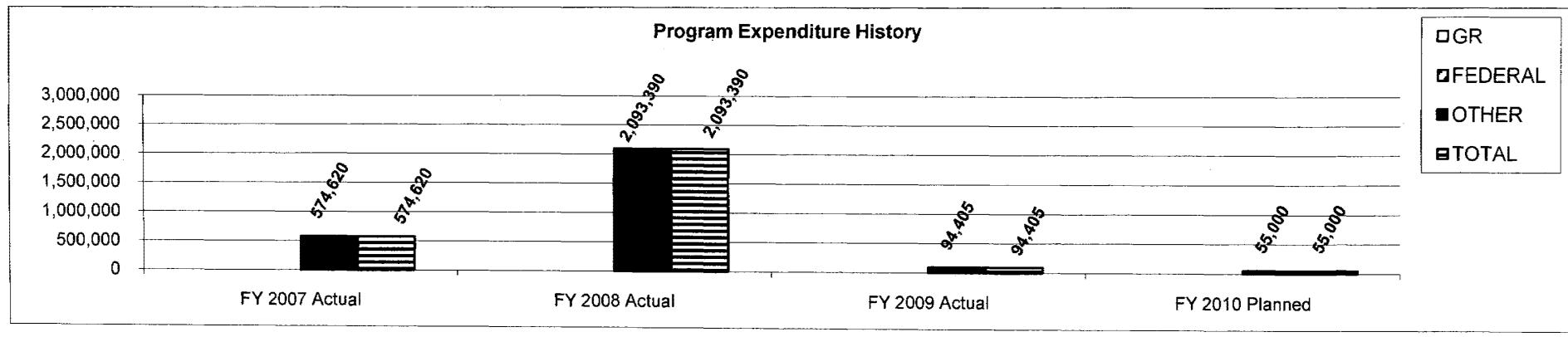
### 3. Are there federal matching requirements? If yes, please explain.

No

### 4. Is this a federally mandated program? If yes, please explain.

No

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Securities

**Program is found in the following core budget(s):** Investor Restitution Fund

**6. What are the sources of the "Other" funds?**

Investor Restitution Fund (0741)

**7a. Provide an effectiveness measure.**

N/A

**7b. Provide an efficiency measure.**

N/A

**7c. Provide the number of clients/individuals served, if applicable.**

Eighty one payments were made to aggrieved investors in FY09.

**7d. Provide a customer satisfaction measure, if available.**

Money is returned to aggrieved investors.



## DECISION ITEM SUMMARY

Budget Unit Decision Item Budget Object Summary Fund	FY 2010 ACTUAL DOLLAR	FY 2010 ACTUAL FTE	FY 2011 BUDGET DOLLAR	FY 2011 BUDGET FTE	FY 2012 DEPT REQ DOLLAR	FY 2012 DEPT REQ FTE	FY 2012 GOV REC DOLLAR	FY 2012 GOV REC FTE
<b>ELECTIONS PUBLIC NOTICE</b>								
<b>CORE</b>								
EXPENSE & EQUIPMENT								
GENERAL REVENUE	0	0.00	1,300,000	0.00	100,000	0.00	100,000	0.00
TOTAL - EE	0	0.00	1,300,000	0.00	100,000	0.00	100,000	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>1,300,000</b>	<b>0.00</b>	<b>100,000</b>	<b>0.00</b>	<b>100,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$1,300,000</b>	<b>0.00</b>	<b>\$100,000</b>	<b>0.00</b>	<b>\$100,000</b>	<b>0.00</b>

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State
<b>Division</b>	Elections
<b>Core -</b>	Elections Public Notice

**Budget Unit 23151C**

**1. CORE FINANCIAL SUMMARY**

	FY 2012 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	100,000	0	0	100,000 E
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>100,000 E</b>

<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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<b>Est. Fringe</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

	FY 2012 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	100,000	0	0	100,000 E
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>100,000 E</b>

<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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<b>Est. Fringe</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

Other Funds:

**2. CORE DESCRIPTION**

The Missouri Constitution and Revised Statute (116.260 RSMo) require the office of the Secretary of State to publish in local newspapers the full text of each statewide ballot measure to be voted on at an election. The expenditure of this requirement is dependent upon how many measures are placed on the ballot by initiative petition or by a joint resolution passed by the General Assembly and an "E" appropriation is necessary.

**3. PROGRAM LISTING (list programs included in this core funding)**

Elections Public Notice

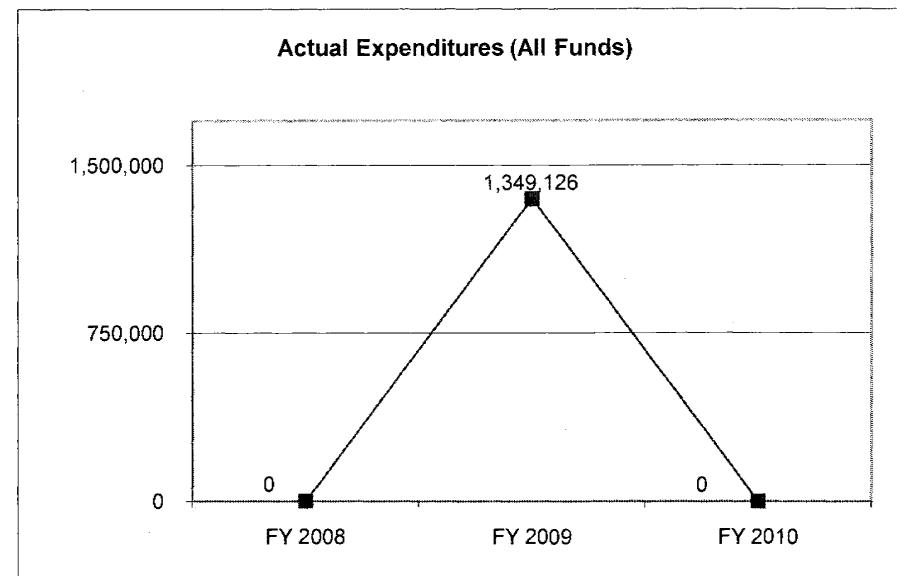
## CORE DECISION ITEM

<b>Department</b>	Secretary of State
<b>Division</b>	Elections
<b>Core -</b>	Elections Public Notice

**Budget Unit 23151C**

### 4. FINANCIAL HISTORY

	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Current Yr.	
Appropriation (All Funds)	100,000	1,357,000	100,000	1,300,000	E
Less Reverted (All Funds)	0	0	0		N/A
Budget Authority (All Funds)	100,000	1,357,000	100,000		N/A
Actual Expenditures (All Funds)	0	1,349,126	0		N/A
Unexpended (All Funds)	100,000	7,874	100,000		N/A
Unexpended, by Fund:					
General Revenue	100,000	7,874	100,000		N/A
Federal	0	0	0		N/A
Other	0	0	0		N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

### NOTES:

## CORE RECONCILIATION DETAIL

**SECRETARY OF STATE  
ELECTIONS PUBLIC NOTICE**

### **5. CORE RECONCILIATION DETAIL**

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	EE	0.00	1,300,000	0	0	1,300,000	
	<b>Total</b>	<b>0.00</b>	<b>1,300,000</b>	<b>0</b>	<b>0</b>	<b>1,300,000</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>							
1x Expenditures	1568 0079	EE	0.00	(1,200,000)	0	0	(1,200,000)
		<b>NET DEPARTMENT CHANGES</b>	<b>0.00</b>	<b>(1,200,000)</b>	<b>0</b>	<b>0</b>	<b>(1,200,000)</b>
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	100,000	0	0	100,000	
	<b>Total</b>	<b>0.00</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	100,000	0	0	100,000	
	<b>Total</b>	<b>0.00</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	

**DECISION ITEM DETAIL**

Budget Unit Decision Item Budget Object Class	FY 2010 ACTUAL DOLLAR	FY 2010 ACTUAL FTE	FY 2011 BUDGET DOLLAR	FY 2011 BUDGET FTE	FY 2012 DEPT REQ DOLLAR	FY 2012 DEPT REQ FTE	FY 2012 GOV REC DOLLAR	FY 2012 GOV REC FTE
<b>ELECTIONS PUBLIC NOTICE</b>								
<b>CORE</b>								
PROFESSIONAL SERVICES	0	0.00	1,300,000	0.00	100,000	0.00	100,000	0.00
TOTAL - EE	0	0.00	1,300,000	0.00	100,000	0.00	100,000	0.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$1,300,000</b>	<b>0.00</b>	<b>\$100,000</b>	<b>0.00</b>	<b>\$100,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$1,300,000	0.00	\$100,000	0.00	\$100,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Elections

**Program is found in the following core budget(s):** Elections Public Notice

**1. What does this program do?**

This requirement provides for the publication in local newspapers of the full text of statewide ballot measures.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Missouri Constitution, Article XII, Section 2b; Section 116.260, RSMo.

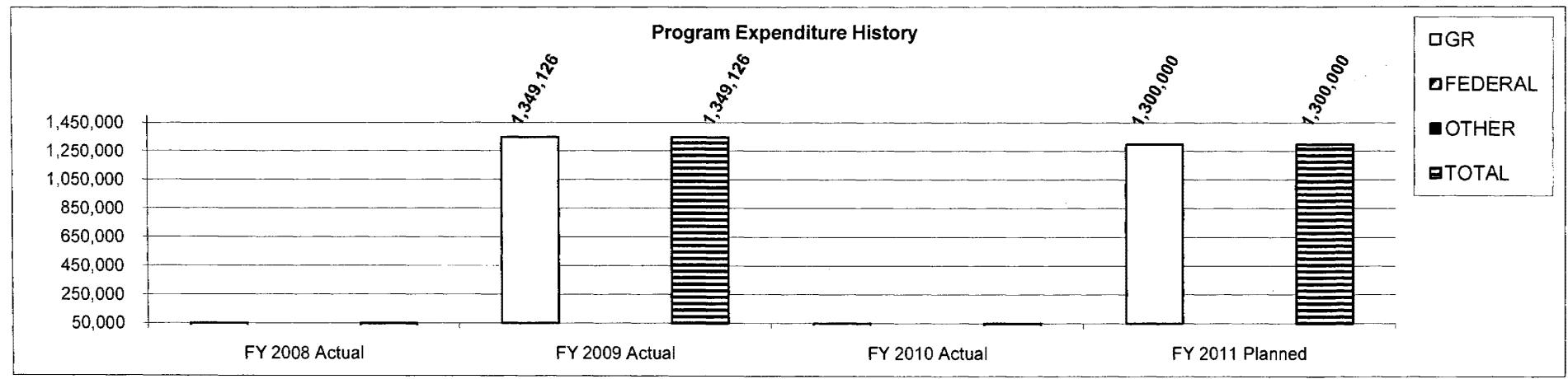
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Elections

**Program is found in the following core budget(s):** Elections Public Notice

**6. What are the sources of the "Other" funds?**

None

**7a. Provide an effectiveness measure.**

Although a direct measure would be difficult, the intent of the program is to meet the statutory requirement to inform voters of the proposed changes to the state constitution and/or state statutes.

**7b. Provide an efficiency measure.**

Publishing requirements were met according to the state constitution and state statutes.

**7c. Provide the number of clients/individuals served, if applicable.**

Citizens of the State of Missouri.

**7d. Provide a customer satisfaction measure, if available.**

## DECISION ITEM SUMMARY

Budget Unit Decision Item Budget Object Summary Fund	FY 2010 ACTUAL DOLLAR	FY 2010 ACTUAL FTE	FY 2011 BUDGET DOLLAR	FY 2011 BUDGET FTE	FY 2012 DEPT REQ DOLLAR	FY 2012 DEPT REQ FTE	FY 2012 GOV REC DOLLAR	FY 2012 GOV REC FTE
<b>ABSENTEE BALLOTS</b>								
CORE								
EXPENSE & EQUIPMENT								
GENERAL REVENUE	185	0.00	2,000	0.00	1,000	0.00	1,000	0.00
TOTAL - EE	185	0.00	2,000	0.00	1,000	0.00	1,000	0.00
PROGRAM-SPECIFIC								
GENERAL REVENUE	56,552	0.00	78,000	0.00	49,000	0.00	49,000	0.00
TOTAL - PD	56,552	0.00	78,000	0.00	49,000	0.00	49,000	0.00
<b>TOTAL</b>	<b>56,737</b>	<b>0.00</b>	<b>80,000</b>	<b>0.00</b>	<b>50,000</b>	<b>0.00</b>	<b>50,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$56,737</b>	<b>0.00</b>	<b>\$80,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>

## CORE DECISION ITEM

<b>Department</b>	Secretary of State			<b>Budget Unit</b>	23148C						
<b>Division</b>	Elections										
<b>Core -</b>	Absentee Ballots										
<b>1. CORE FINANCIAL SUMMARY</b>											
<b>FY 2012 Budget Request</b>				<b>FY 2012 Governor's Recommendation</b>							
GR		Federal		Other		Total					
PS	0	0	0	0	0	0	0				
EE	1,000	0	0	1,000	E	1,000	0				
PSD	49,000	0	0	49,000	E	49,000	0				
TRF	0	0	0	0		0	0				
Total	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	E	<b>50,000</b>	<b>0</b>				
FTE	0.00	0.00	0.00	0.00		0.00	0.00				
<i>Est. Fringe</i>	0	0	0	0		0	0				
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>											
Other Funds:				Other Funds:							
<b>2. CORE DESCRIPTION</b>											
This core is to allow the Elections Division to pay election authorities for using business reply permit on absentee envelopes returned by voters in accordance with 115.285 RSMo. The Secretary of State reimburses counties for these expenses so voters are not required to pay postage for returning an absentee ballot through the mail.											
<b>3. PROGRAM LISTING (list programs included in this core funding)</b>											
Absentee Ballots											

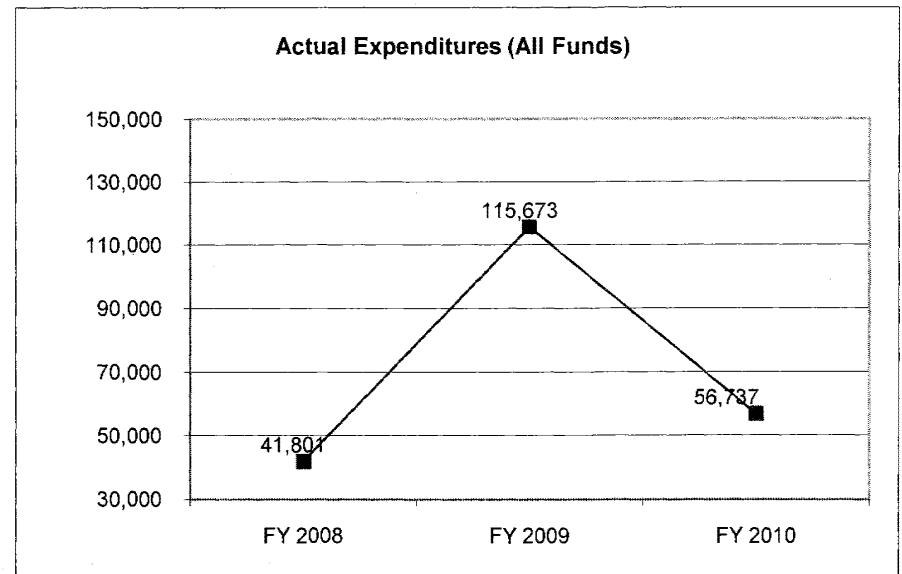
## CORE DECISION ITEM

**Department** Secretary of State  
**Division** Elections  
**Core -** Absentee Ballots

Budget Unit 23148C

### 4. FINANCIAL HISTORY

	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Current Yr.
Appropriation (All Funds)	50,000	117,527	62,000	80,000 E
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	50,000	117,527	62,000	N/A
Actual Expenditures (All Funds)	41,801	115,673	56,737	N/A
Unexpended (All Funds)	8,199	1,854	5,263	N/A
Unexpended, by Fund:				
General Revenue	8,199	1,854	5,263	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

### NOTES:

## CORE RECONCILIATION DETAIL

**SECRETARY OF STATE  
ABSENTEE BALLOTS**

### **5. CORE RECONCILIATION DETAIL**

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	EE	0.00	2,000	0	0	2,000	
	PD	0.00	78,000	0	0	78,000	
	<b>Total</b>	<b>0.00</b>	<b>80,000</b>	<b>0</b>	<b>0</b>	<b>80,000</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>							
1x Expenditures	1569 2041	EE	0.00	(1,000)	0	0	(1,000)
1x Expenditures	1569 2041	PD	0.00	(29,000)	0	0	(29,000)
	<b>NET DEPARTMENT CHANGES</b>		<b>0.00</b>	<b>(30,000)</b>	<b>0</b>	<b>0</b>	<b>(30,000)</b>
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	1,000	0	0	1,000	
	PD	0.00	49,000	0	0	49,000	
	<b>Total</b>	<b>0.00</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	1,000	0	0	1,000	
	PD	0.00	49,000	0	0	49,000	
	<b>Total</b>	<b>0.00</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	

**DECISION ITEM DETAIL**

Budget Unit Decision Item Budget Object Class	FY 2010 ACTUAL DOLLAR	FY 2010 ACTUAL FTE	FY 2011 BUDGET DOLLAR	FY 2011 BUDGET FTE	FY 2012 DEPT REQ DOLLAR	FY 2012 DEPT REQ FTE	FY 2012 GOV REC DOLLAR	FY 2012 GOV REC FTE
<b>ABSENTEE BALLOTS</b>								
<b>CORE</b>								
SUPPLIES	185	0.00	2,000	0.00	1,000	0.00	1,000	0.00
TOTAL - EE	185	0.00	2,000	0.00	1,000	0.00	1,000	0.00
PROGRAM DISTRIBUTIONS	56,552	0.00	78,000	0.00	49,000	0.00	49,000	0.00
TOTAL - PD	56,552	0.00	78,000	0.00	49,000	0.00	49,000	0.00
<b>GRAND TOTAL</b>	<b>\$56,737</b>	<b>0.00</b>	<b>\$80,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>
GENERAL REVENUE	\$56,737	0.00	\$80,000	0.00	\$50,000	0.00	\$50,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Elections

**Program is found in the following core budget(s):** Absentee Ballots

### 1. What does this program do?

This program allows voters to return their absentee ballots to their local election authority at no expense to the voter. The local election authority prints a business reply permit on absentee ballot envelopes. The Secretary of State, through this appropriation, reimburses the local election authority for the expenses incurred.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Section 115.285, RSMo.

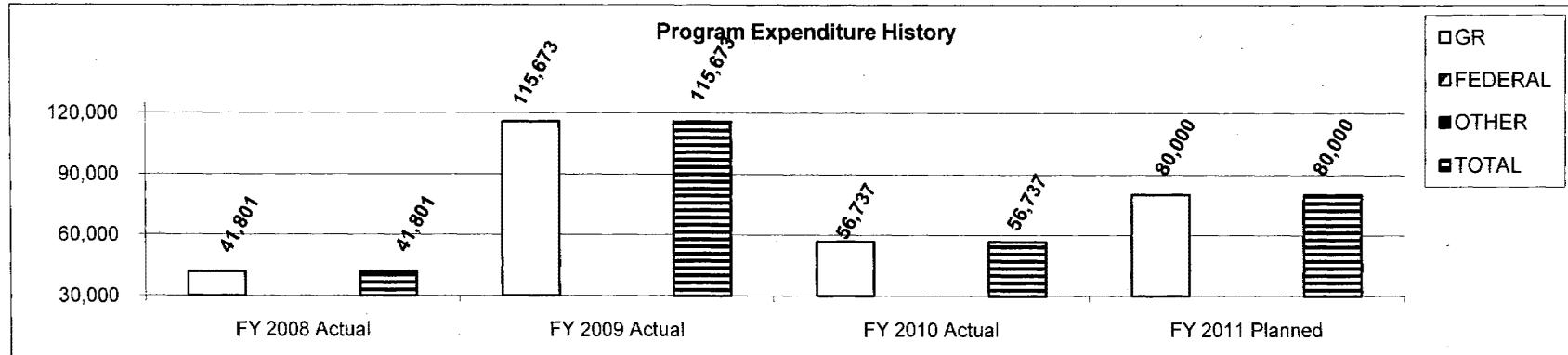
### 3. Are there federal matching requirements? If yes, please explain.

No

### 4. Is this a federally mandated program? If yes, please explain.

No

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



### 6. What are the sources of the "Other" funds?

None

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Elections

**Program is found n the following core budget(s):** Absentee Ballots

**7a. Provide an effectiveness measure.**

Since the enactment of this law in 1999, voters incur no expense to vote absentee by mail.

**7b. Provide an efficiency measure.**

Payments to local elections authorities are made, if possible, within 10 days of submission date.

**7c. Provide the number of clients/individuals served, if applicable.**

116 local elections authorities and thousands of absentee voters.

In Calendar Year 2006, 125,538 absentee ballots were cast.

In Calendar Year 2008, 344,199 absentee ballots were cast.

**7d. Provide a customer satisfaction measure, if available.**

## DECISION ITEM SUMMARY

Budget Unit Decision Item Budget Object Summary Fund	FY 2010 ACTUAL DOLLAR	FY 2010 ACTUAL FTE	FY 2011 BUDGET DOLLAR	FY 2011 BUDGET FTE	FY 2012 DEPT REQ DOLLAR	FY 2012 DEPT REQ FTE	FY 2012 GOV REC DOLLAR	FY 2012 GOV REC FTE
<b>ELECTION PRINTING</b>								
<b>CORE</b>								
EXPENSE & EQUIPMENT								
GENERAL REVENUE	21,251	0.00	21,395	0.00	21,395	0.00	21,395	0.00
TOTAL - EE	21,251	0.00	21,395	0.00	21,395	0.00	21,395	0.00
<b>TOTAL</b>	<b>21,251</b>	<b>0.00</b>	<b>21,395</b>	<b>0.00</b>	<b>21,395</b>	<b>0.00</b>	<b>21,395</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$21,251</b>	<b>0.00</b>	<b>\$21,395</b>	<b>0.00</b>	<b>\$21,395</b>	<b>0.00</b>	<b>\$21,395</b>	<b>0.00</b>

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**CORE DECISION ITEM**

<b>Department</b>	Secretary of State
<b>Division</b>	Elections
<b>Core -</b>	Elections Printing

**Budget Unit** 23150C

**1. CORE FINANCIAL SUMMARY**

	FY 2012 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	21,395	0	0	21,395
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>21,395</b>	<b>0</b>	<b>0</b>	<b>21,395</b>

<b>FTE</b>	0.00	0.00	0.00	0.00
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<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

**2. CORE DESCRIPTION**

Elections Printing Core allows the Elections Division to print provisional ballot envelopes and provide them to local election authorities for use in elections that include federal candidates and elections that include statewide candidates and/or issues as required by 115.430 RSMo, Supp.2006. The Elections division is required to print and provide postcard voter registration applications in accordance with the National Voter Registration Act of 1993, the 1998 Amendments to the Higher Education Act, and the Help America Vote Act of 2002.

**3. PROGRAM LISTING (list programs included in this core funding)**

Elections Printing

	FY 2012 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	21,395	0	0	21,395
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>21,395</b>	<b>0</b>	<b>0</b>	<b>21,395</b>

<b>FTE</b>	0.00	0.00	0.00	0.00
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<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

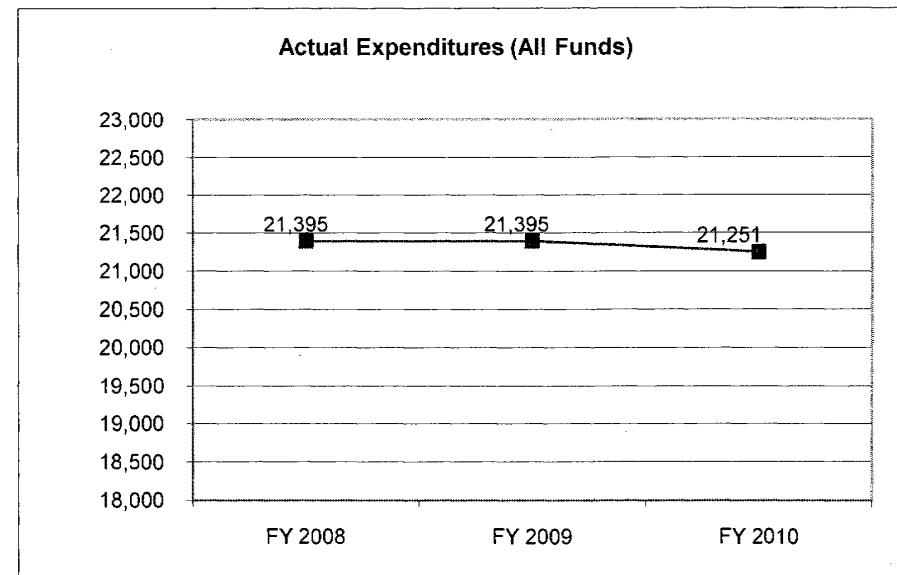
**CORE DECISION ITEM**

<b>Department</b>	Secretary of State
<b>Division</b>	Elections
<b>Core -</b>	Elections Printing

**Budget Unit 23150C**

**4. FINANCIAL HISTORY**

	<b>FY 2008 Actual</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Current Yr.</b>
Appropriation (All Funds)	21,395	21,395	21,395	21,395
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	21,395	21,395	21,395	N/A
Actual Expenditures (All Funds)	21,395	21,395	21,251	N/A
Unexpended (All Funds)	0	0	144	N/A
Unexpended, by Fund:				
General Revenue	0	0	144	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

**NOTES:**

## CORE RECONCILIATION DETAIL

**SECRETARY OF STATE  
ELECTION PRINTING**

### **5. CORE RECONCILIATION DETAIL**

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	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFF AFTER VETOES</b>							
	EE	0.00	21,395	0	0	21,395	
	<b>Total</b>	<b>0.00</b>	<b>21,395</b>	<b>0</b>	<b>0</b>	<b>21,395</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	21,395	0	0	21,395	
	<b>Total</b>	<b>0.00</b>	<b>21,395</b>	<b>0</b>	<b>0</b>	<b>21,395</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	21,395	0	0	21,395	
	<b>Total</b>	<b>0.00</b>	<b>21,395</b>	<b>0</b>	<b>0</b>	<b>21,395</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	FY 2012	FY 2012
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>ELECTION PRINTING</b>								
<b>CORE</b>								
PROFESSIONAL SERVICES	21,251	0.00	21,395	0.00	21,395	0.00	21,395	0.00
<b>TOTAL - EE</b>	<b>21,251</b>	<b>0.00</b>	<b>21,395</b>	<b>0.00</b>	<b>21,395</b>	<b>0.00</b>	<b>21,395</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$21,251</b>	<b>0.00</b>	<b>\$21,395</b>	<b>0.00</b>	<b>\$21,395</b>	<b>0.00</b>	<b>\$21,395</b>	<b>0.00</b>
GENERAL REVENUE	\$21,251	0.00	\$21,395	0.00	\$21,395	0.00	\$21,395	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Elections

**Program is found in the following core budget(s):** Elections Printing

### 1. What does this program do?

The program provides for the Office of the Secretary of State to print provisional ballot envelopes and postcard voter registration applications as required by statute.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Section 115.430, RSMo; Section 115.162, RSMo; The National Voter Registration Act of 1993; the 1998 amendments to the Higher Education Act.

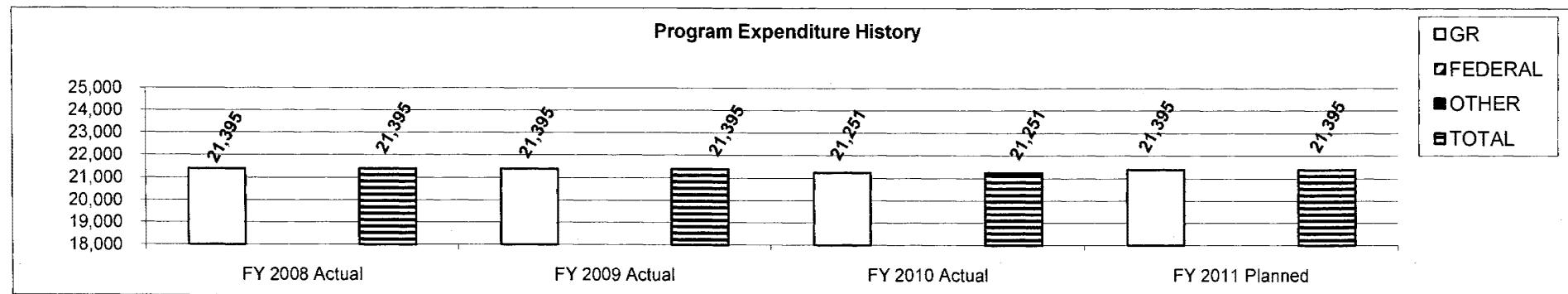
### 3. Are there federal matching requirements? If yes, please explain.

No

### 4. Is this a federally mandated program? If yes, please explain.

The National Voter Registration Act requires states to provide postcard voter registration applications to anyone that requests them from this office.

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



### 6. What are the sources of the "Other" funds?

None

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Elections

**Program is found in the following core budget(s):** Elections Printing

**7a. Provide an effectiveness measure.**

In FY08, this office sent out 955,000 voter registration applications.

In FY09, this office sent out over 1,750,000 voter registration applications.

**7b. Provide an efficiency measure.**

This office will maintain an adequate supply of postcard voter registration applications to fulfill a request the same day or within 24 hours.

**7c. Provide the number of clients/individuals served, if applicable.**

116 local election authorities and other public assistance agencies as required by Chapter 115 RSMo.

**7d. Provide a customer satisfaction measure, if available.**

## DECISION ITEM SUMMARY

Budget Unit Decision Item Budget Object Summary Fund	FY 2010 ACTUAL DOLLAR	FY 2010 ACTUAL FTE	FY 2011 BUDGET DOLLAR	FY 2011 BUDGET FTE	FY 2012 DEPT REQ DOLLAR	FY 2012 DEPT REQ FTE	FY 2012 GOV REC DOLLAR	FY 2012 GOV REC FTE
<b>FEDERAL ELECTION REFORM</b>								
<b>CORE</b>								
EXPENSE & EQUIPMENT								
ELECTION ADMIN IMPROVEMENT	2,214,939	0.00	5,499,985	0.00	3,777,182	0.00	3,777,182	0.00
ELECTION IMPROV REVOLVING LOAN	2,520	0.00	2	0.00	196,185	0.00	196,185	0.00
TOTAL - EE	2,217,459	0.00	5,499,987	0.00	3,973,367	0.00	3,973,367	0.00
PROGRAM-SPECIFIC								
ELECTION ADMIN IMPROVEMENT	1,470,818	0.00	6,312,979	0.00	5,190,418	0.00	5,190,418	0.00
ELECTION IMPROV REVOLVING LOAN	123,138	0.00	396,186	0.00	200,000	0.00	200,000	0.00
TOTAL - PD	1,593,956	0.00	6,709,165	0.00	5,390,418	0.00	5,390,418	0.00
<b>TOTAL</b>	<b>3,811,415</b>	<b>0.00</b>	<b>12,209,152</b>	<b>0.00</b>	<b>9,363,785</b>	<b>0.00</b>	<b>9,363,785</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$3,811,415</b>	<b>0.00</b>	<b>\$12,209,152</b>	<b>0.00</b>	<b>\$9,363,785</b>	<b>0.00</b>	<b>\$9,363,785</b>	<b>0.00</b>

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23153C								
<b>Division</b>	Elections										
<b>Core -</b>	Federal Election Reform										
<b>1. CORE FINANCIAL SUMMARY</b>											
<b>FY 2012 Budget Request</b>											
	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>		<b>FY 2012 Governor's Recommendation</b>					
PS	0	0	0	0	PS	0	0	0	0		
EE	0	3,973,367	0	3,973,367	E	EE	0	3,973,367	0	3,973,367	E
PSD	0	5,390,418	0	5,390,418	E	PSD	0	5,390,418	0	5,390,418	E
TRF	0	0	0	0	TRF	0	0	0	0		
<b>Total</b>	<b>0</b>	<b>9,363,785</b>	<b>0</b>	<b>9,363,785</b>	<b>E</b>	<b>Total</b>	<b>0</b>	<b>9,363,785</b>	<b>0</b>	<b>9,363,785</b>	<b>E</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Est. Fringe</b>	0	0	0	0		<b>Est. Fringe</b>	0	0	0	0	
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.					Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.						
Other Funds:					Other Funds:						
<b>2. CORE DESCRIPTION</b>											
This program provides federal funds to states to improve the administration of elections. This includes updating voting equipment, improving access of the elections process to those with disabilities, updating a statewide voter registration database with access by all local election authorities, and creating voter education and poll worker training programs. Federal funds have been received through guidelines of the US Elections Assistance Commission and interest has accrued. The core amount requested has been reduced due to declining federal funds. A transfer from the Special Elections Subsidy Fund is made annually that provides for Federally required matching and maintenance of effort requirements and supports the Help America Vote Act activities. 115.078 RSMo											
<b>3. PROGRAM LISTING (list programs included in this core funding)</b>											
Federal Election Reform											

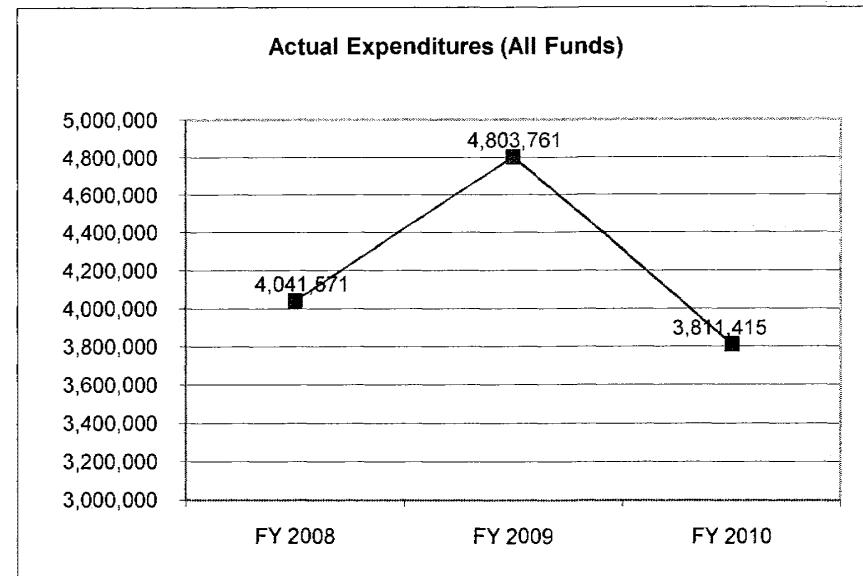
**CORE DECISION ITEM**

<b>Department</b>	Secretary of State
<b>Division</b>	Elections
<b>Core -</b>	Federal Election Reform

**Budget Unit 23153C**

**4. FINANCIAL HISTORY**

	<b>FY 2008 Actual</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Current Yr.</b>
Appropriation (All Funds)	13,866,816	13,970,343	13,709,152	12,209,152 E
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	13,866,816	13,970,343	13,709,152	N/A
Actual Expenditures (All Funds)	4,041,571	4,803,761	3,811,415	N/A
Unexpended (All Funds)	<u>9,825,245</u>	<u>9,166,582</u>	<u>9,897,737</u>	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	9,825,245	9,166,582	9,897,737	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

**NOTES:** Personal services (6 FTE) were transferred to the operating core in FY10.

## CORE RECONCILIATION DETAIL

**SECRETARY OF STATE  
FEDERAL ELECTION REFORM**

### **5. CORE RECONCILIATION DETAIL**

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFF AFTER VETOES</b>							
	EE	0.00	0	5,499,987	0	5,499,987	
	PD	0.00	0	6,709,165	0	6,709,165	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>12,209,152</b>	<b>0</b>	<b>12,209,152</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>							
Core Reduction	1591 6684	EE	0.00	0	(1,248,999)	0	(1,248,999)
Core Reduction	1591 3562	EE	0.00	0	(277,621)	0	(277,621)
Core Reduction	1591 3562	PD	0.00	0	(62,968)	0	(62,968)
Core Reduction	1591 6810	PD	0.00	0	(196,186)	0	(196,186)
Core Reduction	1591 6684	PD	0.00	0	(1,059,593)	0	(1,059,593)
Core Reallocation	1594 6684	EE	0.00	0	(962,178)	0	(962,178)
Core Reallocation	1594 3562	EE	0.00	0	765,995	0	765,995
Core Reallocation	1594 6810	EE	0.00	0	196,183	0	196,183
	<b>NET DEPARTMENT CHANGES</b>	<b>0.00</b>	<b>0</b>	<b>(2,845,367)</b>	<b>0</b>	<b>(2,845,367)</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	0	3,973,367	0	3,973,367	
	PD	0.00	0	5,390,418	0	5,390,418	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>9,363,785</b>	<b>0</b>	<b>9,363,785</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	0	3,973,367	0	3,973,367	
	PD	0.00	0	5,390,418	0	5,390,418	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>9,363,785</b>	<b>0</b>	<b>9,363,785</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	FY 2012	FY 2012
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>FEDERAL ELECTION REFORM</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	3,012	0.00	2,750	0.00	2,501	0.00	2,501	0.00
TRAVEL, OUT-OF-STATE	2,215	0.00	1	0.00	2,500	0.00	2,500	0.00
SUPPLIES	123,174	0.00	2,002	0.00	148,186	0.00	148,186	0.00
PROFESSIONAL DEVELOPMENT	8,560	0.00	1	0.00	100	0.00	100	0.00
COMMUNICATION SERV & SUPP	132,345	0.00	403,690	0.00	103,000	0.00	103,000	0.00
PROFESSIONAL SERVICES	436,096	0.00	2,174,001	0.00	265,001	0.00	265,001	0.00
M&R SERVICES	1,053,997	0.00	50,001	0.00	2,452,071	0.00	2,452,071	0.00
COMPUTER EQUIPMENT	455,336	0.00	2,867,297	0.00	1,000,002	0.00	1,000,002	0.00
OTHER EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
BUILDING LEASE PAYMENTS	200	0.00	0	0.00	1	0.00	1	0.00
EQUIPMENT RENTALS & LEASES	575	0.00	2	0.00	2	0.00	2	0.00
MISCELLANEOUS EXPENSES	1,949	0.00	241	0.00	2	0.00	2	0.00
<b>TOTAL - EE</b>	<b>2,217,459</b>	<b>0.00</b>	<b>5,499,987</b>	<b>0.00</b>	<b>3,973,367</b>	<b>0.00</b>	<b>3,973,367</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	1,593,954	0.00	6,709,163	0.00	5,390,416	0.00	5,390,416	0.00
REFUNDS	2	0.00	2	0.00	2	0.00	2	0.00
<b>TOTAL - PD</b>	<b>1,593,956</b>	<b>0.00</b>	<b>6,709,165</b>	<b>0.00</b>	<b>5,390,418</b>	<b>0.00</b>	<b>5,390,418</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$3,811,415</b>	<b>0.00</b>	<b>\$12,209,152</b>	<b>0.00</b>	<b>\$9,363,785</b>	<b>0.00</b>	<b>\$9,363,785</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$3,811,415	0.00	\$12,209,152	0.00	\$9,363,785	0.00	\$9,363,785	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Elections

**Program is found in the following core budget(s):** Federal Election Reform

### 1. What does this program do?

The Help America Vote Act of 2002, passed by the United States Congress, provides federal funds to states to improve the administration of elections. This includes upgrading voting equipment, improving access to the elections process for those with disabilities, updating a statewide voter registration database with access by all local election authorities, election improvements, and creating voter education and poll worker training programs.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Help America Vote Act of 2002 and HB 511 (2003)

### 3. Are there federal matching requirements? If yes, please explain.

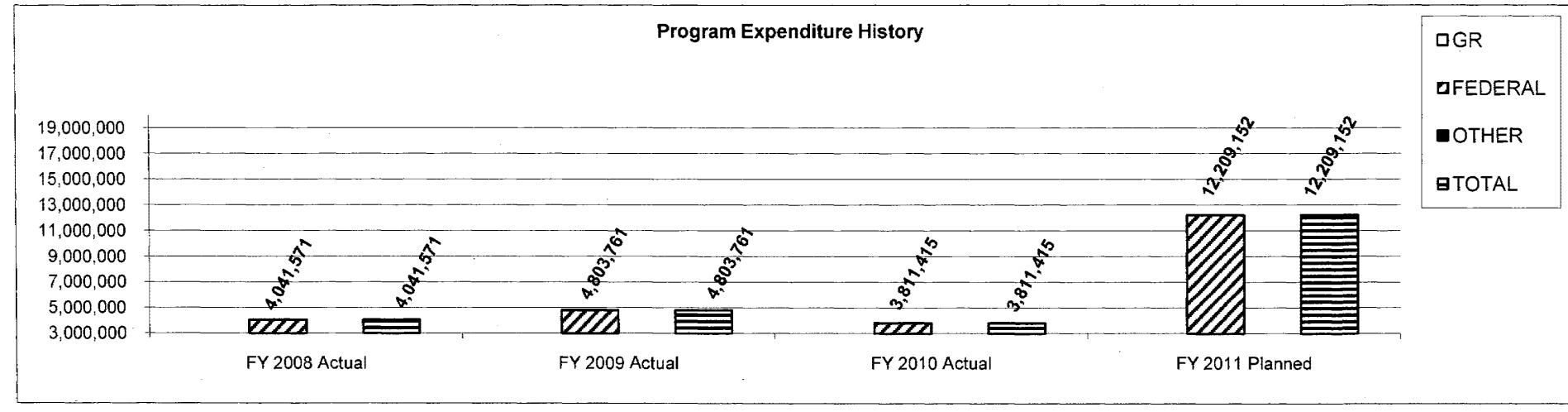
Federal law requires that Missouri maintain expenditures for the Elections Division for the Office of the Secretary of State at the same level or greater than for the state fiscal year ending June 30, 2000.

### 4. Is this a federally mandated program? If yes, please explain.

Yes, it is mandated by the Help America Vote Act, passed by Congress in 2002.

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.

Program Expenditure History



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Elections

**Program is found in the following core budget(s):** Federal Election Reform

**6. What are the sources of the "Other" funds?**

Election Administration Improvement Fund (HAVA) (0157); Election Improvement Revolving Loan Fund (HHS) (0158)

**7a. Provide an effectiveness measure.**

The Secretary of State must comply with HAVA and state election laws to provide for the distribution and monitoring of federal funds, voter education, poll worker training, voting system qualification, maintenance of the statewide voter registration database, and other election related activities.

**7b. Provide an efficiency measure.**

The timely disbursement of federal funds to local election authorities in order to minimize the time elapsing between the transfer of funds from the state and subsequent disbursement by the election authority.

**7c. Provide the number of clients/individuals served, if applicable.**

116 local election authorities and thousands of Missouri voters.

**7d. Provide a customer satisfaction measure, if available.**

A statewide voter registration database accessible to all election authorities has been implemented and ongoing maintenance and enhancements are being made to better serve the needs of the local election authorities; poll workers, including election judges, are receiving ongoing training to comply with HAVA regulations; LEAs have been offered poll worker training; information on voter registration and polling place look up have been made available on the SOS website; complaint procedures have been implemented; initiative and referendum petitions submitted have been timely processed; over five million dollars worth of grants have been made available to LEAs for election administration, close to \$2 million has been made available in the past two fiscal years for voter list maintenance activities and nearly \$2 million dollars is being made available during the upcoming two fiscal years.

## DECISION ITEM SUMMARY

Budget Unit Decision Item Budget Object Summary Fund	FY 2010 ACTUAL DOLLAR	FY 2010 ACTUAL FTE	FY 2011 BUDGET DOLLAR	FY 2011 BUDGET FTE	FY 2012 DEPT REQ DOLLAR	FY 2012 DEPT REQ FTE	FY 2012 GOV REC DOLLAR	FY 2012 GOV REC FTE
<b>ELECTION COSTS TRANSFER</b>								
CORE								
FUND TRANSFERS								
GENERAL REVENUE	4,284,000	0.00	4,284,000	0.00	4,284,000	0.00	4,284,000	0.00
TOTAL - TRF	4,284,000	0.00	4,284,000	0.00	4,284,000	0.00	4,284,000	0.00
<b>TOTAL</b>	<b>4,284,000</b>	<b>0.00</b>	<b>4,284,000</b>	<b>0.00</b>	<b>4,284,000</b>	<b>0.00</b>	<b>4,284,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$4,284,000</b>	<b>0.00</b>	<b>\$4,284,000</b>	<b>0.00</b>	<b>\$4,284,000</b>	<b>0.00</b>	<b>\$4,284,000</b>	<b>0.00</b>

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State
<b>Division</b>	Elections
<b>Core -</b>	Election Costs Transfer

**Budget Unit 23154C**

**1. CORE FINANCIAL SUMMARY**

	FY 2012 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	4,284,000	0	0	4,284,000 E
<b>Total</b>	<b>4,284,000</b>	<b>0</b>	<b>0</b>	<b>4,284,000 E</b>

<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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<b>Est. Fringe</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

	FY 2012 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	4,284,000	0	0	4,284,000 E
<b>Total</b>	<b>4,284,000</b>	<b>0</b>	<b>0</b>	<b>4,284,000 E</b>

<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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<b>Est. Fringe</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

Other Funds:

**2. CORE DESCRIPTION**

The State must pay proportional costs for special elections of two or more political subdivisions. As required by 115.077 RSMo, the Secretary of State will transfer from general revenue to the state election subsidy fund an amount not less than that expended in FY2000, which was \$4,284,000.

**3. PROGRAM LISTING (list programs included in this core funding)**

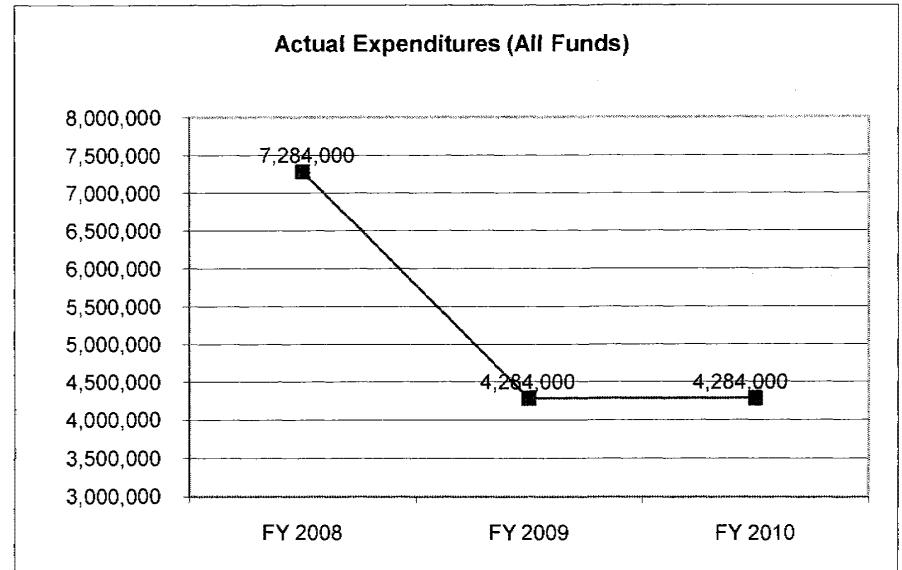
Special election costs

## CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	<u>23154C</u>
<b>Division</b>	Elections		
<b>Core -</b>	Election Costs Transfer		

### 4. FINANCIAL HISTORY

	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Current Yr.	
Appropriation (All Funds)	7,284,000	4,284,000	4,284,000	4,284,000	E
Less Reverted (All Funds)	0	0	0		N/A
Budget Authority (All Funds)	7,284,000	4,284,000	4,284,000		N/A
Actual Expenditures (All Funds)	7,284,000	4,284,000	4,284,000		N/A
Unexpended (All Funds)	0	0	0		N/A
<hr/>					
Unexpended, by Fund:					
General Revenue	0	0	0		N/A
Federal	0	0	0		N/A
Other	0	0	0		N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

#### NOTES:

Appropriation was increased in FY08 due to the Presidential Preference Primary.

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
ELECTION COSTS TRANSFER

### 5. CORE RECONCILIATION DETAIL

Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFF AFTER VETOES</b>						
TRF	0.00	4,284,000	0	0	4,284,000	
<b>Total</b>	<b>0.00</b>	<b>4,284,000</b>	<b>0</b>	<b>0</b>	<b>4,284,000</b>	
<b>DEPARTMENT CORE REQUEST</b>						
TRF	0.00	4,284,000	0	0	4,284,000	
<b>Total</b>	<b>0.00</b>	<b>4,284,000</b>	<b>0</b>	<b>0</b>	<b>4,284,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>						
TRF	0.00	4,284,000	0	0	4,284,000	
<b>Total</b>	<b>0.00</b>	<b>4,284,000</b>	<b>0</b>	<b>0</b>	<b>4,284,000</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	FY 2012	FY 2012
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>ELECTION COSTS TRANSFER</b>								
<b>CORE</b>								
TRANSFERS OUT	4,284,000	0.00	4,284,000	0.00	4,284,000	0.00	4,284,000	0.00
TOTAL - TRF	4,284,000	0.00	4,284,000	0.00	4,284,000	0.00	4,284,000	0.00
<b>GRAND TOTAL</b>	<b>\$4,284,000</b>	<b>0.00</b>	<b>\$4,284,000</b>	<b>0.00</b>	<b>\$4,284,000</b>	<b>0.00</b>	<b>\$4,284,000</b>	<b>0.00</b>
GENERAL REVENUE	\$4,284,000	0.00	\$4,284,000	0.00	\$4,284,000	0.00	\$4,284,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Election Costs Transfer

**Program is found in the following core budget(s):** Elections

### 1. What does this program do?

The State must pay proportional costs for special elections of two or more political subdivisions. The number of special elections in each fiscal year is unknown. The Secretary of State must transfer from general revenue to the state election subsidy an amount not less than that expended in FY2000, which was \$4,284,000.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Sections 115.077 and 115.063, RSMo.

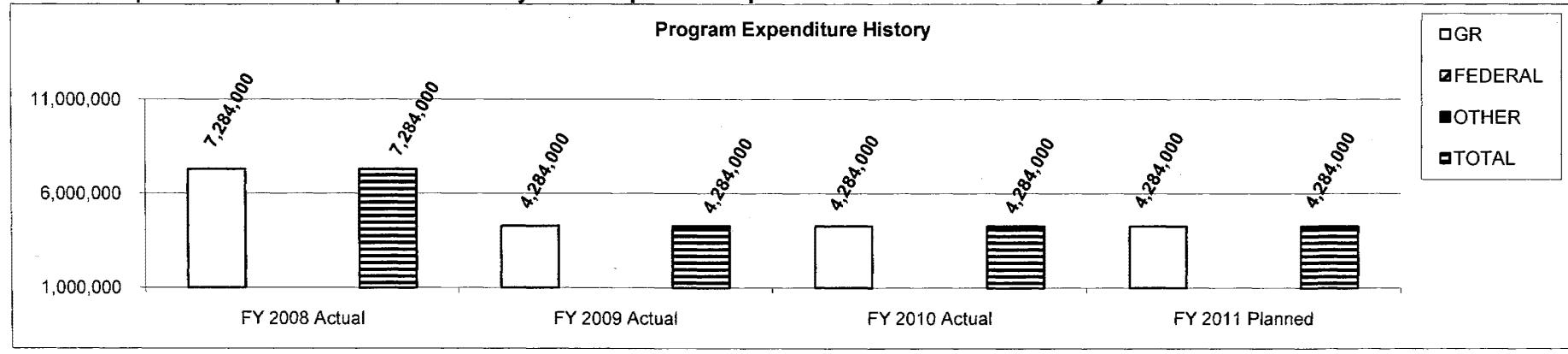
### 3. Are there federal matching requirements? If yes, please explain.

No

### 4. Is this a federally mandated program? If yes, please explain.

No

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Election Costs Transfer

**Program is found in the following core budget(s):** Elections

**6. What are the sources of the "Other" funds?**

Election Subsidy Fund

**7a. Provide an effectiveness measure.**

Compliance with 115.077 RSMo.

**7b. Provide an efficiency measure.**

N/A

**7c. Provide the number of clients/individuals served, if applicable.**

N/A

**7d. Provide a customer satisfaction measure, if available.**

N/A

## DECISION ITEM SUMMARY

Budget Unit Decision Item Budget Object Summary Fund	FY 2010 ACTUAL DOLLAR	FY 2010 ACTUAL FTE	FY 2011 BUDGET DOLLAR	FY 2011 BUDGET FTE	FY 2012 DEPT REQ DOLLAR	FY 2012 DEPT REQ FTE	FY 2012 GOV REC DOLLAR	FY 2012 GOV REC FTE
<b>SPECIAL ELECTION &amp; OTHER COSTS</b>								
CORE								
PROGRAM-SPECIFIC								
STATE ELECTIONS SUBSIDY	584,912	0.00	400,000	0.00	400,000	0.00	400,000	0.00
TOTAL - PD	584,912	0.00	400,000	0.00	400,000	0.00	400,000	0.00
<b>TOTAL</b>	<b>584,912</b>	<b>0.00</b>	<b>400,000</b>	<b>0.00</b>	<b>400,000</b>	<b>0.00</b>	<b>400,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$584,912</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>

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**CORE DECISION ITEM**

<b>Department</b>	Secretary of State			<b>Budget Unit</b>	23155C																																																														
<b>Division</b>	Elections																																																																		
<b>Core -</b>	Special Election Costs																																																																		
<b>1. CORE FINANCIAL SUMMARY</b>																																																																			
<b>FY 2012 Budget Request</b> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>GR</th> <th>Federal</th> <th>Other</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>PS</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>EE</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>PSD</td> <td>0</td> <td>0</td> <td>400,000</td> <td>400,000 E</td> </tr> <tr> <td>TRF</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td><b>Total</b></td> <td><b>0</b></td> <td><b>0</b></td> <td><b>400,000</b></td> <td><b>400,000 E</b></td> </tr> </tbody> </table>					GR	Federal	Other	Total	PS	0	0	0	0	EE	0	0	0	0	PSD	0	0	400,000	400,000 E	TRF	0	0	0	0	<b>Total</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000 E</b>	<b>FY 2012 Governor's Recommendation</b> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>GR</th> <th>Fed</th> <th>Other</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>PS</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>EE</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>PSD</td> <td>0</td> <td>0</td> <td>400,000</td> <td>400,000 E</td> </tr> <tr> <td>TRF</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td><b>Total</b></td> <td><b>0</b></td> <td><b>0</b></td> <td><b>400,000</b></td> <td><b>400,000 E</b></td> </tr> </tbody> </table>					GR	Fed	Other	Total	PS	0	0	0	0	EE	0	0	0	0	PSD	0	0	400,000	400,000 E	TRF	0	0	0	0	<b>Total</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000 E</b>
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Other Funds: Election Subsidy Fund (0686)																																																																			
<b>2. CORE DESCRIPTION</b>																																																																			
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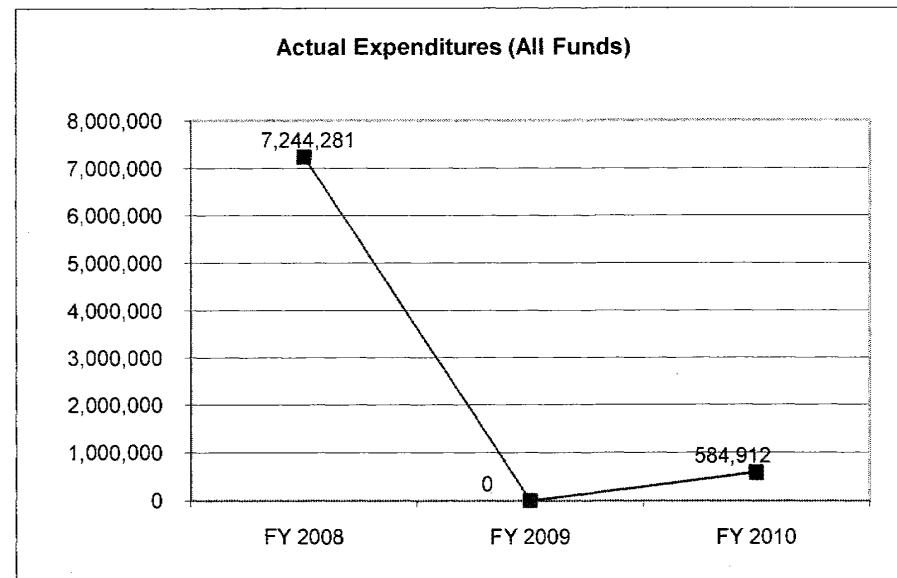
## CORE DECISION ITEM

<b>Department</b>	Secretary of State
<b>Division</b>	Elections
<b>Core -</b>	Special Election Costs

**Budget Unit 23155C**

### 4. FINANCIAL HISTORY

	<b>FY 2008 Actual</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Current Yr.</b>
Appropriation (All Funds)	7,684,000	400,000	585,000	400,000 E
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	7,684,000	400,000	585,000	N/A
Actual Expenditures (All Funds)	7,244,281	0	584,912	N/A
Unexpended (All Funds)	<u>439,719</u>	<u>400,000</u>	<u>88</u>	<u>N/A</u>
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	439,719	400,000	88	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

**NOTES:**

Fiscal Year 2008 costs were increased by the Presidential Primary held in February of 2008. Per 115.077 RSMo, any unexpended funds in the State Election Subsidy Fund will be transferred to the election administration improvements fund to meet the state's funding obligation to maintain expenditures pursuant to Section 254(a)(7) of the Help America Act Vote Act of 2002. There were no Special Elections called in fiscal year 2009. In FY2010, Special Elections were District 73, Representative; District 4, Senate; District 62, Representative; District 57, Representative; District 27, Representative; and Proposition C partial costs.

## CORE RECONCILIATION DETAIL

**SECRETARY OF STATE  
SPECIAL ELECTION & OTHER COSTS**

### **5. CORE RECONCILIATION DETAIL**

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	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFF AFTER VETOES</b>							
	PD	0.00	0	0	400,000	400,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PD	0.00	0	0	400,000	400,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PD	0.00	0	0	400,000	400,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	FY 2012	FY 2012
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SPECIAL ELECTION &amp; OTHER COSTS</b>								
<b>CORE</b>								
PROGRAM DISTRIBUTIONS	584,912	0.00	400,000	0.00	400,000	0.00	400,000	0.00
TOTAL - PD	584,912	0.00	400,000	0.00	400,000	0.00	400,000	0.00
<b>GRAND TOTAL</b>	<b>\$584,912</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$584,912	0.00	\$400,000	0.00	\$400,000	0.00	\$400,000	0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Special Election Costs

**Program is found in the following core budget(s):** Elections

### 1. What does this program do?

The State must pay proportional costs for special elections of two or more political subdivisions. The number of special elections to be called in a fiscal year is unknown. In FY2006, seven special elections were held; in FY2007, none; in FY 2008, four and the presidential primary [per 115.785 RSMo]. Five special elections were held in FY2010.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Section 115.063, RSMo.

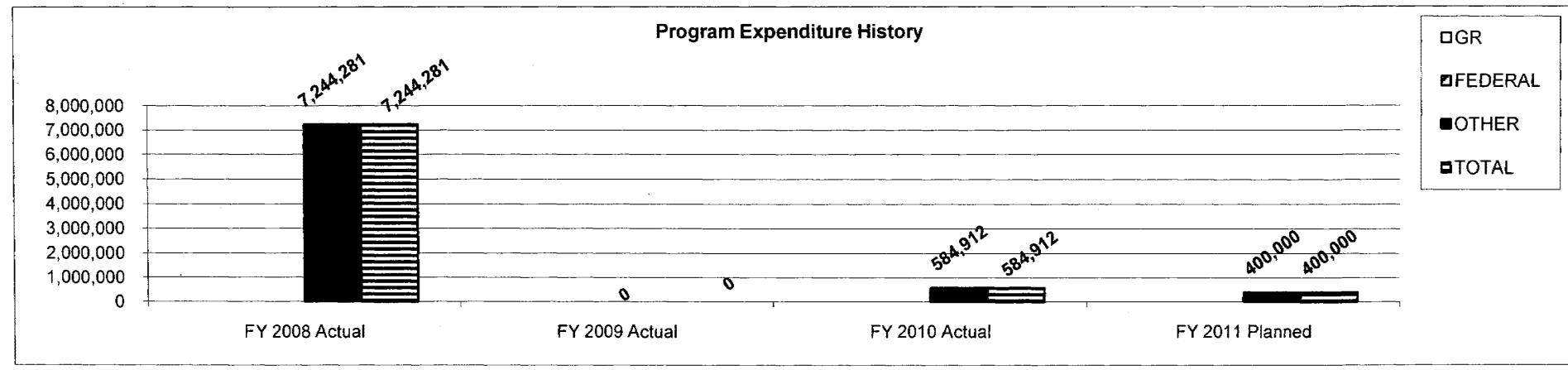
### 3. Are there federal matching requirements? If yes, please explain.

No

### 4. Is this a federally mandated program? If yes, please explain.

No

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Special Election Costs

**Program is found in the following core budget(s):** Elections

**6. What are the sources of the "Other" funds?**

**7a. Provide an effectiveness measure.**

Compliance with statutes.

**7b. Provide an efficiency measure.**

Cost to comply is less than .01 FTE. In prior years, checks to local election authorities have been mailed within 7 days of submitted requests.

**7c. Provide the number of clients/individuals served, if applicable.**

116 election jurisdictions and the voters of Missouri.

**7d. Provide a customer satisfaction measure, if available.**

N/A

## DECISION ITEM SUMMARY

Budget Unit	FY 2010 ACTUAL DOLLAR	FY 2010 ACTUAL FTE	FY 2011 BUDGET DOLLAR	FY 2011 BUDGET FTE	FY 2012 DEPT REQ DOLLAR	FY 2012 DEPT REQ FTE	FY 2012 GOV REC DOLLAR	FY 2012 GOV REC FTE
<b>ELECTION ADMIN IMPROVE TRF</b>								
CORE								
FUND TRANSFERS								
STATE ELECTIONS SUBSIDY	4,252,575	0.00	3,784,000	0.00	3,784,000	0.00	3,784,000	0.00
TOTAL - TRF	4,252,575	0.00	3,784,000	0.00	3,784,000	0.00	3,784,000	0.00
<b>TOTAL</b>	<b>4,252,575</b>	<b>0.00</b>	<b>3,784,000</b>	<b>0.00</b>	<b>3,784,000</b>	<b>0.00</b>	<b>3,784,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$4,252,575</b>	<b>0.00</b>	<b>\$3,784,000</b>	<b>0.00</b>	<b>\$3,784,000</b>	<b>0.00</b>	<b>\$3,784,000</b>	<b>0.00</b>

**CORE DECISION ITEM**

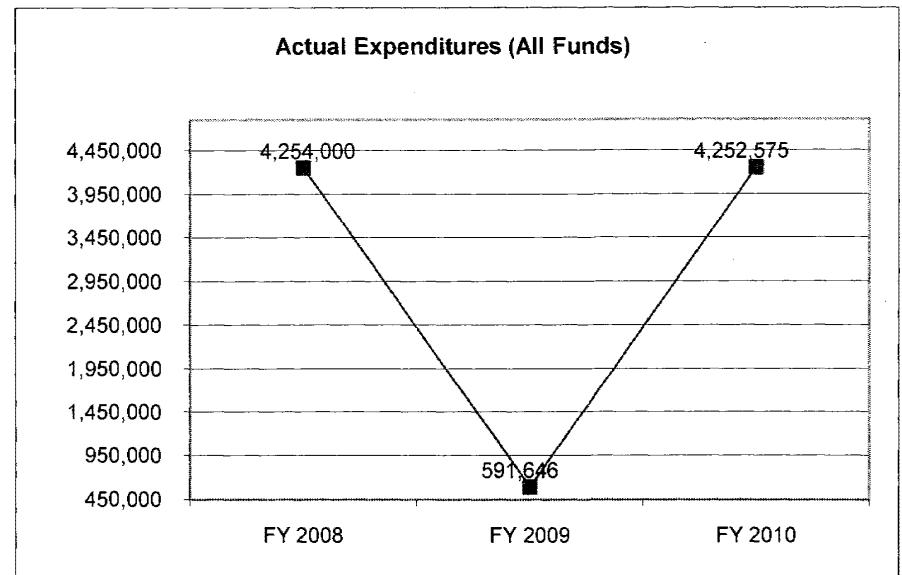
<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23156C
<b>Division</b>	Elections		
<b>Core -</b>	Elections Administration Improvement Transfer		
<b>1. CORE FINANCIAL SUMMARY</b>			
<b>FY 2012 Budget Request</b>			
GR      Federal      Other      Total			
PS	0	0	0
EE	0	0	0
PSD	0	0	0
TRF	0	0	3,784,000 E
Total	0	0	3,784,000 E
FTE	0.00	0.00	0.00
<b>Est. Fringe</b>	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.			
Other Funds: Election Subsidy Fund (0686)			
<b>FY 2012 Governor's Recommendation</b>			
GR      Fed      Other      Total			
PS	0	0	0
EE	0	0	0
PSD	0	0	0
TRF	0	0	3,784,000 E
Total	0	0	3,784,000 E
FTE	0.00	0.00	0.00
<b>Est. Fringe</b>	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.			
Other Funds:			
<b>2. CORE DESCRIPTION</b>			
Per section 115.077.5, RSMo, the Secretary of State will transfer the unexpended amount of the state elections subsidy fund to the election administration improvement fund. The number of special elections to be called in a fiscal year is unknown.			
Special election costs are transferred from general revenue to the state election subsidy fund in an amount not less than the amount expended in the fiscal year that ended June 30, 2000. That amount is \$4,284,000. At the end of each fiscal year, any amounts in the state election subsidy fund not expended or obligated to meet the state's obligations for special elections is transferred to the election administration improvement fund.			
<b>3. PROGRAM LISTING (list programs included in this core funding)</b>			
Special Elections			

## CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	<u>23156C</u>
<b>Division</b>	Elections		
<b>Core -</b>	<u>Elections Administration Improvement Transfer</u>		

### 4. FINANCIAL HISTORY

	<b>FY 2008 Actual</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Current Yr.</b>
Appropriation (All Funds)	4,254,000	3,784,000	4,252,575	3,784,000 E
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	4,254,000	3,784,000	4,252,575	N/A
Actual Expenditures (All Funds)	4,254,000	591,646	4,252,575	N/A
Unexpended (All Funds)	0	3,192,354	0	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	0	3,192,354	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

#### NOTES:

FY2008 Appropriation includes an increase of \$470,000.

FY2010 Appropriation includes an increase of \$468,575.

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
ELECTION ADMIN IMPROVE TRF

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFF AFTER VETOES	TRF	0.00	0	0	3,784,000	3,784,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>3,784,000</b>	<b>3,784,000</b>	
DEPARTMENT CORE REQUEST	TRF	0.00	0	0	3,784,000	3,784,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>3,784,000</b>	<b>3,784,000</b>	
GOVERNOR'S RECOMMENDED CORE	TRF	0.00	0	0	3,784,000	3,784,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>3,784,000</b>	<b>3,784,000</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	FY 2012	FY 2012
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>ELECTION ADMIN IMPROVE TRF</b>								
<b>CORE</b>								
TRANSFERS OUT	4,252,575	0.00	3,784,000	0.00	3,784,000	0.00	3,784,000	0.00
<b>TOTAL - TRF</b>	<b>4,252,575</b>	<b>0.00</b>	<b>3,784,000</b>	<b>0.00</b>	<b>3,784,000</b>	<b>0.00</b>	<b>3,784,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$4,252,575</b>	<b>0.00</b>	<b>\$3,784,000</b>	<b>0.00</b>	<b>\$3,784,000</b>	<b>0.00</b>	<b>\$3,784,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$4,252,575	0.00	\$3,784,000	0.00	\$3,784,000	0.00	\$3,784,000	0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Election Costs Transfer to Elections Administration Improvement Fund

**Program is found in the following core budget(s):** Elections

**1. What does this program do?**

The State must pay proportional costs for special elections of two or more political subdivisions. The Secretary of State will transfer the unexpended amount of the state election subsidy fund to the election administration improvements fund. The number of special elections in each fiscal year is unknown.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Section 115.077.5, RSMo.

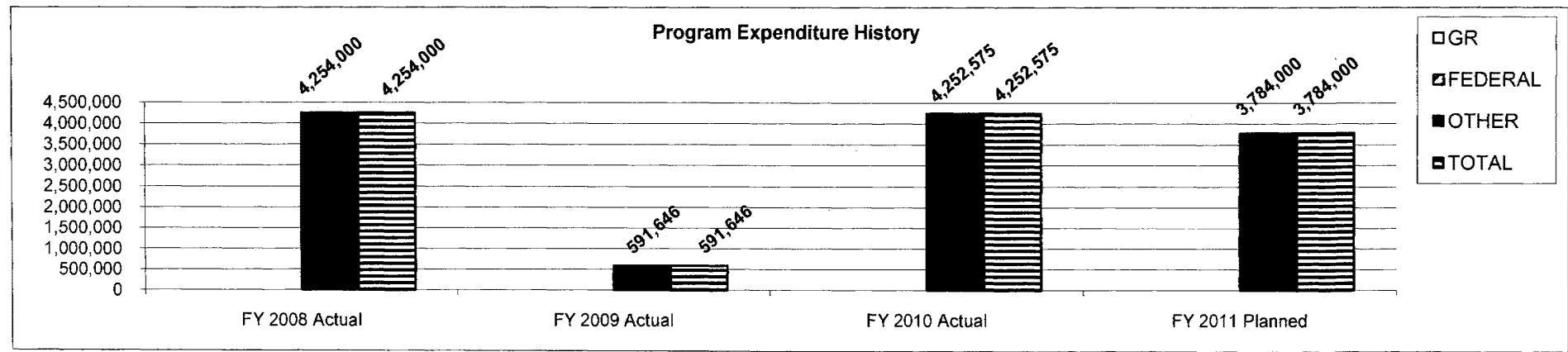
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Election Costs Transfer to Elections Administration Improvement Fund

**Program is found in the following core budget(s):** Elections

**6. What are the sources of the "Other" funds?**

Election Subsidy Fund

**7a. Provide an effectiveness measure.**

Compliance with 115.077 RSMo. Provides support for Help America Vote Act activities and election improvements.

**7b. Provide an efficiency measure.**

N/A

**7c. Provide the number of clients/individuals served, if applicable.**

N/A

**7d. Provide a customer satisfaction measure, if available.**

N/A



## DECISION ITEM SUMMARY

Budget Unit Decision Item Budget Object Summary Fund	FY 2010 ACTUAL DOLLAR	FY 2010 ACTUAL FTE	FY 2011 BUDGET DOLLAR	FY 2011 BUDGET FTE	FY 2012 DEPT REQ DOLLAR	FY 2012 DEPT REQ FTE	FY 2012 GOV REC DOLLAR	FY 2012 GOV REC FTE
<b>FEDERAL GRANTS</b>								
CORE								
EXPENSE & EQUIPMENT								
SECRETARY OF STATE RECORDS-FED	4,815	0.00	2,913	0.00	2,913	0.00	2,913	0.00
TOTAL - EE	4,815	0.00	2,913	0.00	2,913	0.00	2,913	0.00
PROGRAM-SPECIFIC								
SECRETARY OF STATE RECORDS-FED	0	0.00	12,087	0.00	12,087	0.00	12,087	0.00
TOTAL - PD	0	0.00	12,087	0.00	12,087	0.00	12,087	0.00
<b>TOTAL</b>	<b>4,815</b>	<b>0.00</b>	<b>15,000</b>	<b>0.00</b>	<b>15,000</b>	<b>0.00</b>	<b>15,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$4,815</b>	<b>0.00</b>	<b>\$15,000</b>	<b>0.00</b>	<b>\$15,000</b>	<b>0.00</b>	<b>\$15,000</b>	<b>0.00</b>

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State
<b>Division</b>	Records Services
<b>Core -</b>	Federal Grants

**Budget Unit 23143C**

**1. CORE FINANCIAL SUMMARY**

	FY 2012 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	2,913	0	2,913 E
PSD	0	12,087	0	12,087 E
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>15,000</b>	<b>0</b>	<b>15,000 E</b>

**FTE**      **0.00**      **0.00**      **0.00**      **0.00**

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

**2. CORE DESCRIPTION**

The Missouri Historical Records Advisory Board (MHRAB) promotes and supports identification of, preservation of, and access to all historical records in Missouri. The MHRAB is the central advisory body for strategic planning within the historical records community and for projects relating to historic records developed and carried out within the state of Missouri. The MHRAB provides state-level appraisal of grant proposals submitted to the National Historical Publications and Records Commission (NHPRC) by Missouri repositories and serves as the review and award panel for grant applications submitted to the Local Records Preservation Program. Board members are appointed by the Governor, with the advice and consent of the Senate; and administrative responsibilities are handled by the Secretary of State who is the Board's coordinator. Federal regulations require members to have experience and interest in the collection, administration, and use of historical records, and a dedication to the preservation and access of the state's documentary heritage. Over the years, archivists, curators, family historians, legislators, librarians, and records managers have served on the MHRAB.

An "E" is to accomodate NHPRC's possible grant opportunities.

**3. PROGRAM LISTING (list programs included in this core funding)**

Missouri Historical Records Advisory Board (MHRAB)

	FY 2012 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	2,913	0	2,913 E
PSD	0	12,087	0	12,087 E
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>15,000</b>	<b>0</b>	<b>15,000 E</b>

**FTE**      **0.00**      **0.00**      **0.00**      **0.00**

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

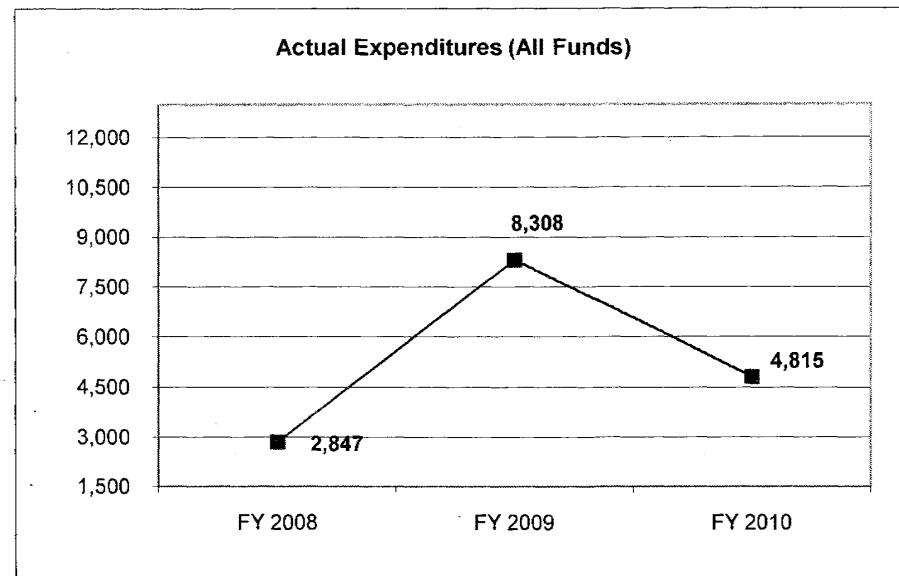
## CORE DECISION ITEM

<b>Department</b>	Secretary of State
<b>Division</b>	Records Services
<b>Core -</b>	Federal Grants

**Budget Unit 23143C**

#### **4. FINANCIAL HISTORY**

	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY2011 Current Yr.
Appropriation (All Funds)	15,000	15,000	15,000	15,000 E
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	15,000	15,000	15,000	N/A
Actual Expenditures (All Funds)	2,847	8,308	4,815	N/A
Unexpended (All Funds)	12,153	6,692	10,185	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	12,153	6,692	10,185	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

**NOTES:**

## CORE RECONCILIATION DETAIL

**SECRETARY OF STATE  
FEDERAL GRANTS**

### **5. CORE RECONCILIATION DETAIL**

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
EE	0.00	0		2,913	0	2,913	
PD	0.00	0		12,087	0	12,087	
<b>Total</b>	<b>0.00</b>	<b>0</b>		<b>15,000</b>	<b>0</b>	<b>15,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
EE	0.00	0		2,913	0	2,913	
PD	0.00	0		12,087	0	12,087	
<b>Total</b>	<b>0.00</b>	<b>0</b>		<b>15,000</b>	<b>0</b>	<b>15,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
EE	0.00	0		2,913	0	2,913	
PD	0.00	0		12,087	0	12,087	
<b>Total</b>	<b>0.00</b>	<b>0</b>		<b>15,000</b>	<b>0</b>	<b>15,000</b>	

**DECISION ITEM DETAIL**

Budget Unit Decision Item Budget Object Class	FY 2010 ACTUAL DOLLAR	FY 2010 ACTUAL FTE	FY 2011 BUDGET DOLLAR	FY 2011 BUDGET FTE	FY 2012 DEPT REQ DOLLAR	FY 2012 DEPT REQ FTE	FY 2012 GOV REC DOLLAR	FY 2012 GOV REC FTE
<b>FEDERAL GRANTS</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	1,583	0.00	2,560	0.00	2,560	0.00	2,560	0.00
TRAVEL, OUT-OF-STATE	0	0.00	0	0.00	1	0.00	1	0.00
SUPPLIES	0	0.00	1	0.00	1	0.00	1	0.00
PROFESSIONAL DEVELOPMENT	0	0.00	1	0.00	1	0.00	1	0.00
COMMUNICATION SERV & SUPP	0	0.00	0	0.00	1	0.00	1	0.00
PROFESSIONAL SERVICES	2,725	0.00	1	0.00	1	0.00	1	0.00
M&R SERVICES	0	0.00	0	0.00	1	0.00	1	0.00
COMPUTER EQUIPMENT	0	0.00	0	0.00	1	0.00	1	0.00
MOTORIZED EQUIPMENT	0	0.00	0	0.00	1	0.00	1	0.00
OFFICE EQUIPMENT	0	0.00	0	0.00	1	0.00	1	0.00
OTHER EQUIPMENT	0	0.00	0	0.00	1	0.00	1	0.00
PROPERTY & IMPROVEMENTS	0	0.00	0	0.00	1	0.00	1	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	0	0.00	1	0.00	1	0.00
MISCELLANEOUS EXPENSES	507	0.00	350	0.00	341	0.00	341	0.00
<b>TOTAL - EE</b>	<b>4,815</b>	<b>0.00</b>	<b>2,913</b>	<b>0.00</b>	<b>2,913</b>	<b>0.00</b>	<b>2,913</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	0	0.00	12,086	0.00	12,086	0.00	12,086	0.00
REFUNDS	0	0.00	1	0.00	1	0.00	1	0.00
<b>TOTAL - PD</b>	<b>0</b>	<b>0.00</b>	<b>12,087</b>	<b>0.00</b>	<b>12,087</b>	<b>0.00</b>	<b>12,087</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$4,815</b>	<b>0.00</b>	<b>\$15,000</b>	<b>0.00</b>	<b>\$15,000</b>	<b>0.00</b>	<b>\$15,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$4,815	0.00	\$15,000	0.00	\$15,000	0.00	\$15,000	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department** Secretary of State

**Program Name** Records Services

**Program is found in the following core budget(s):** Federal Grants

**1. What does this program do?**

The Missouri Historical Records Advisory Board (MHRAB) promotes and supports identification, preservation, and access to all historical records in Missouri. The MHRAB is the central advisory body for strategic planning of projects relating to historic records developed and carried out within the state of Missouri. The MHRAB provides state-level appraisal of grant proposals submitted to the National Historical Publications and Records Commission (NHPRC) by Missouri repositories and serves as the review and award panel for grant applications submitted to the Local Records Preservation Program.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

RSMo 109.221; Federal Statute, 44 USC 25; 36 CFR 1206.

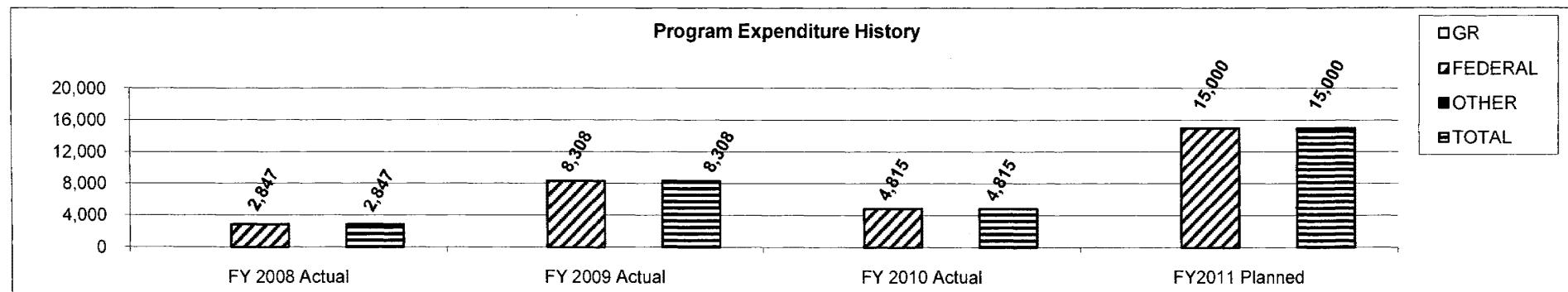
**3. Are there federal matching requirements? If yes, please explain.**

Yes, there is a 50/50 match for NHPRC federal grants.

**4. Is this a federally mandated program? If yes, please explain.**

No. The federal government encourages states to have State Historical Record Advisory Boards and provides grant funding to those states who have boards.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other" funds?**

Federal Grants (0150)

## PROGRAM DESCRIPTION

**Department** Secretary of State

**Program Name** Records Services

**Program is found in the following core budget(s):** Federal Grants

**7a. Provide an effectiveness measure.**

From 2002-2005, the Missouri Historical Records Grant Program (MHRGP), a cooperative program of the MHRAB, National Historical Publications and Records Commission (NHPRC), and State of Missouri, awarded 109 community history grants totaling \$675,000. In FY 2009, the MHRAB conducted an assessment of Missouri's historical records programs with records stakeholders throughout the state. The MHRAB used the data collected to create a strategic plan outlining ways to meet the needs and plan for the future development of Missouri's historical records community.

**7b. Provide an efficiency measure.**

Since 1990, the MHRAB has provided state level appraisal and recommended funding for more than \$6.25 million in local records grants. The average grant award was \$6,200.

**7c. Provide the number of clients/individuals served, if applicable.**

In addition to the 109 MHRGP grants, the Local Records Preservation Grant Program has funded 1,042 grants. These include 412 grants in 101 counties, 327 grants in 154 cities, 277 grants for 163 school districts, and an additional 26 grants given to fire districts, water districts and other local government agencies.

**7d. Provide a customer satisfaction measure, if available.**

The Local Records Preservation Grants and Missouri Historical Records Grant Program Grants, supervised by the MHRAB, have been so successful that the Board is not able to fund all requests.

## DECISION ITEM SUMMARY

Budget Unit	FY 2010 ACTUAL DOLLAR	FY 2010 ACTUAL FTE	FY 2011 BUDGET DOLLAR	FY 2011 BUDGET FTE	FY 2012 DEPT REQ DOLLAR	FY 2012 DEPT REQ FTE	FY 2012 GOV REC DOLLAR	FY 2012 GOV REC FTE
<b>LOCAL RECORDS GRANTS</b>								
CORE								
PROGRAM-SPECIFIC								
LOCAL RECORDS PRESERVATION	6,713	0.00	400,000	0.00	400,000	0.00	400,000	0.00
TOTAL - PD	6,713	0.00	400,000	0.00	400,000	0.00	400,000	0.00
<b>TOTAL</b>	<b>6,713</b>	<b>0.00</b>	<b>400,000</b>	<b>0.00</b>	<b>400,000</b>	<b>0.00</b>	<b>400,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$6,713</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23160C																																																														
<b>Division</b>	Records Services																																																																
<b>Core -</b>	Local Records Grants																																																																
<b>1. CORE FINANCIAL SUMMARY</b>																																																																	
<b>FY 2012 Budget Request</b>			<b>FY 2012 Governor's Recommendation</b>																																																														
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Other Funds:	Local Records Preservation (0577)			Other Funds:																																																													
<b>2. CORE DESCRIPTION</b>																																																																	
<p>Local Records Grants facilitate more secure storage of, and faster access to, records produced by local government entities/political subdivisions with taxing authority to meet the information needs of public officials, private citizens, and general public interest. Public records security and access insures the preservation of public information of permanent intrinsic or historic value, and facilitates information access as required by state statutes, for both the record provider and the information seeker. Grant funds are available by means of dedicated user fees collected by county recorders of deeds. This fund provides financial resources beyond those of the awarded local entity to effectively maintain, manage, and preserve public records through sound records management policies and practices, archival preservation of long-term or historically significant records, as well as appropriate storage and access supplies.</p>																																																																	
<b>3. PROGRAM LISTING (list programs included in this core funding)</b>																																																																	
Local Records Preservation Grants.																																																																	

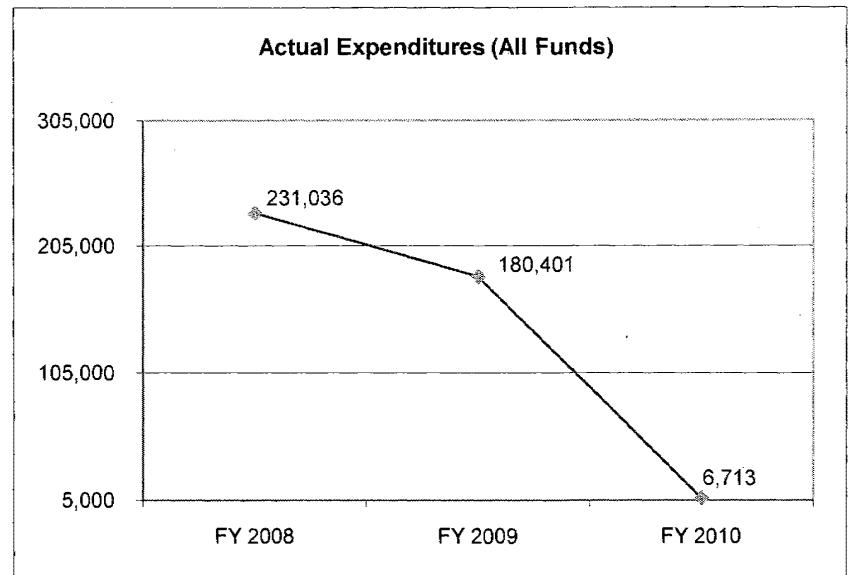
## CORE DECISION ITEM

<b>Department</b>	Secretary of State
<b>Division</b>	Records Services
<b>Core -</b>	Local Records Grants

**Budget Unit 23160C**

#### **4. FINANCIAL HISTORY**

	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Current Yr.
Appropriation (All Funds)	400,000	400,000	400,000	400,000 E
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	400,000	400,000	400,000	N/A
Actual Expenditures (All Funds)	231,036	180,401	6,713	N/A
Unexpended (All Funds)	168,964	219,599	393,287	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	168,964	219,599	393,287	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

**NOTES:**

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
LOCAL RECORDS GRANTS

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFF AFTER VETOES</b>							
	PD	0.00	0	0	400,000	400,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PD	0.00	0	0	400,000	400,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PD	0.00	0	0	400,000	400,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2010 ACTUAL DOLLAR	FY 2010 ACTUAL FTE	FY 2011 BUDGET DOLLAR	FY 2011 BUDGET FTE	FY 2012 DEPT REQ DOLLAR	FY 2012 DEPT REQ FTE	FY 2012 GOV REC DOLLAR	FY 2012 GOV REC FTE
<b>LOCAL RECORDS GRANTS</b>								
<b>CORE</b>								
PROGRAM DISTRIBUTIONS	6,713	0.00	400,000	0.00	400,000	0.00	400,000	0.00
<b>TOTAL - PD</b>	<b>6,713</b>	<b>0.00</b>	<b>400,000</b>	<b>0.00</b>	<b>400,000</b>	<b>0.00</b>	<b>400,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$6,713</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$6,713	0.00	\$400,000	0.00	\$400,000	0.00	\$400,000	0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Records Services

**Program is found in the following core budget(s):** Local Records Grants

**1. What does this program do?**

Local Records Preservation Grants provide local governments or political subdivisions with taxing authority descriptive program/financial assistance and implementation guidance for approved records management and/or preservation projects. Although this program was very successful, it has been temporarily discontinued due to a lack of funds.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

RSMO 59.319, 109.220

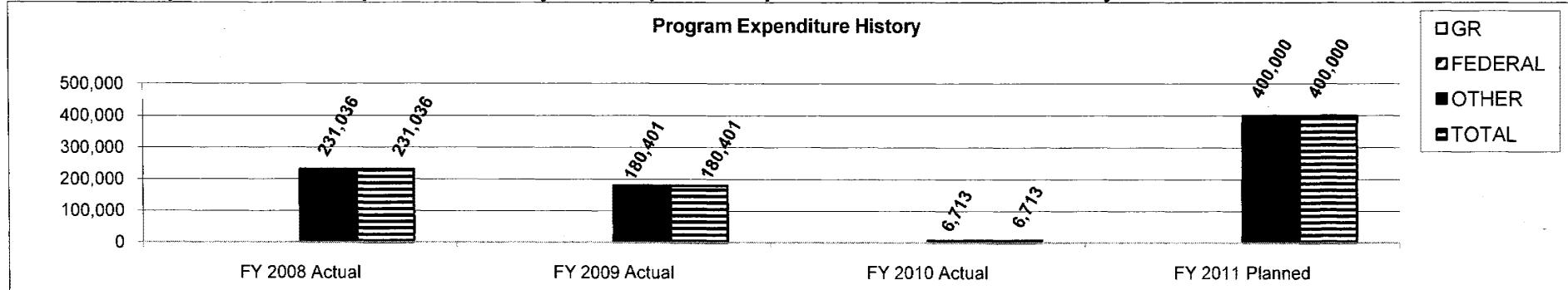
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other" funds?**

Local Records Preservation Fund (0577)

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Records Services

**Program is found in the following core budget(s):** Local Records Grants

- 7a. Provide an effectiveness measure.**

**Awarded Grant Projects Successfully Completed**

Over the past four fiscal years, 110 grants have been awarded from this appropriation.

- 7b. Provide an efficiency measure.**

The average cost per grant is \$7,325.

- 7c. Provide the number of clients/individuals served, if applicable.**

The total number of direct mailings and workshop attendees over the past five fiscal years is 1,273.

- 7d. Provide a customer satisfaction measure, if available.**

No formal measure exists.

## DECISION ITEM SUMMARY

Budget Unit Decision Item Budget Object Summary Fund	FY 2010 ACTUAL DOLLAR	FY 2010 ACTUAL FTE	FY 2011 BUDGET DOLLAR	FY 2011 BUDGET FTE	FY 2012 DEPT REQ DOLLAR	FY 2012 DEPT REQ FTE	FY 2012 GOV REC DOLLAR	FY 2012 GOV REC FTE
<b>DOCUMENT PRESERVATION</b>								
CORE								
EXPENSE & EQUIPMENT								
STATE DOCUMENT PRESERVATION	0	0.00	25,000	0.00	1	0.00	1	0.00
TOTAL - EE	0	0.00	25,000	0.00	1	0.00	1	0.00
PROGRAM-SPECIFIC								
MO STATE ARCHIVES-ST LOUIS TST	0	0.00	1	0.00	1	0.00	1	0.00
STATE DOCUMENT PRESERVATION	0	0.00	164,260	0.00	1	0.00	1	0.00
TOTAL - PD	0	0.00	164,261	0.00	2	0.00	2	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>189,261</b>	<b>0.00</b>	<b>3</b>	<b>0.00</b>	<b>3</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$189,261</b>	<b>0.00</b>	<b>\$3</b>	<b>0.00</b>	<b>\$3</b>	<b>0.00</b>

## CORE DECISION ITEM

<b>Department</b>	Secretary of State				<b>Budget Unit</b>	23157C																																																																									
<b>Division</b>	Records Services/Archives																																																																														
<b>Core - Document Preservation</b>																																																																															
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Other Funds: Document Preservation Fund (0836)					Other Funds:																																																																										
<b>2. CORE DESCRIPTION</b>																																																																															
The State Document Preservation Fund consists of all moneys received by the Missouri State Archives from gifts, bequests, or contributions for the specific purpose of preserving legal, historical, and genealogical materials and making them available to the public. The Document Preservation Fund allows the Archives to seek assistance from the private sector to help save state government documents, which might otherwise be lost, destroyed, or inaccessible to the public. Various projects include grant administration, work on the St. Louis Judicial Records Project, or other special projects that make records available to the public as described in RSMo 109.005.																																																																															
<b>3. PROGRAM LISTING (list programs included in this core funding)</b>																																																																															
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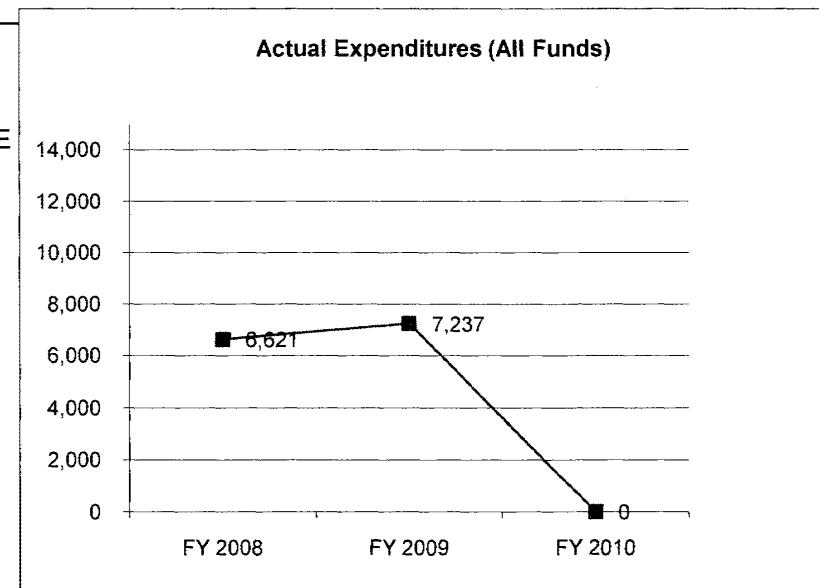
## CORE DECISION ITEM

**Department** Secretary of State  
**Division** Records Services/Archives  
**Core - Document Preservation**

**Budget Unit** 23157C

### 4. FINANCIAL HISTORY

	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Current Yr.
Appropriation (All Funds)	285,179	189,260	189,260	189,260 E
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	285,179	189,260	189,260	N/A
Actual Expenditures (All Funds)	6,621	7,237	0	N/A
Unexpended (All Funds)	278,558	182,023	189,260	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	278,558	182,023	189,260	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

**NOTES:** As needed, appropriation authority will be requested.

**CORE DECISION ITEM**

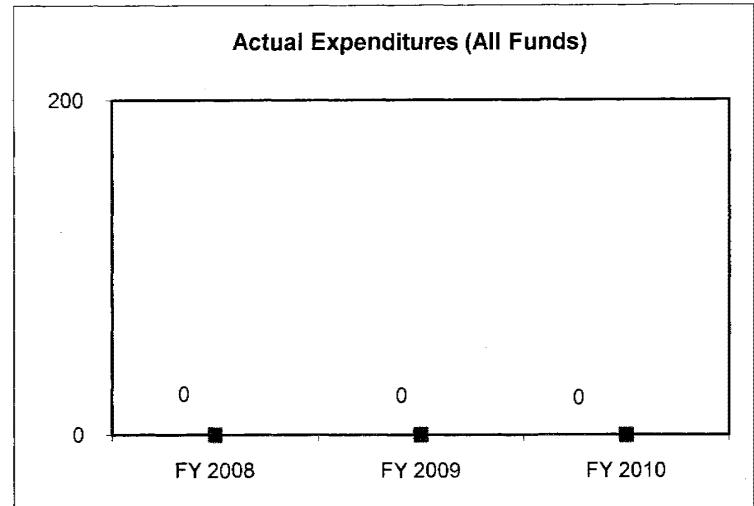
<b>Department</b>	Secretary of State			<b>Budget Unit</b>	23157C				
<b>Division</b>	Records Services/Archives								
<b>Core -</b>	Missouri State Archives-St. Louis Center								
<b>1. CORE FINANCIAL SUMMARY</b>									
<b>FY 2011 Budget Request</b>				<b>FY 2011 Governor's Recommendation</b>					
	GR	Federal	Other	Total		GR	Fed	Other	Total
PS	0	0	0	0	PS	0	0	0	0
EE	0	0	0	0	EE	0	0	0	0
PSD	0	0	1	1 E	PSD	0	0	1	1 E
TRF	0	0	0	0	TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1 E</b>	<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1 E</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Est. Fringe</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>Est. Fringe</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>					<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				
Other Funds: MO State Archives - St. Louis Trust (0770)					Other Funds:				
<b>2. CORE DESCRIPTION</b>									
<p>RSMo 109.400 and 109.410 establish the Missouri State Archives' authority to create a records center in St. Louis with non-general revenue funds. The facility will centralize the housing of millions of historically valuable state and local government records in the St. Louis area. The Center's creation would be the result of a public-private partnership based on non-state funds. An initial endowment would be secured to help guarantee operating funds into the future. Should non-GR funding prove unavailable, the Center will not be created.</p>									
<b>3. PROGRAM LISTING (list programs included in this core funding)</b>									

## CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	<u>23157C</u>
<b>Division</b>	Records Services/Archives		
Core -	Missouri State Archives-St. Louis Center		

### 4. FINANCIAL HISTORY

	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Current Yr.
Appropriation (All Funds)	12,000,000	1	1	1 E
Less Reverted (All Funds)	0	0	N/A	N/A
Budget Authority (All Funds)	12,000,000	1	1	N/A
Actual Expenditures (All Funds)	0	0	0	N/A
Unexpended (All Funds)	<u>12,000,000</u>	1	1	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	12,000,000	1	1	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

**NOTES:**

## CORE RECONCILIATION DETAIL

**SECRETARY OF STATE  
DOCUMENT PRESERVATION**

### **5. CORE RECONCILIATION DETAIL**

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFF AFTER VETOES</b>							
	EE	0.00	0	0	25,000	25,000	
	PD	0.00	0	0	164,261	164,261	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>189,261</b>	<b>189,261</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>							
Core Reduction	1589 3994	EE	0.00	0	0	(24,999)	(24,999)
Core Reduction	1589 3994	PD	0.00	0	0	(164,259)	(164,259)
	<b>NET DEPARTMENT CHANGES</b>		<b>0.00</b>	<b>0</b>	<b>0</b>	<b>(189,258)</b>	<b>(189,258)</b>
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	0	0	1	1	
	PD	0.00	0	0	2	2	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	0	0	1	1	
	PD	0.00	0	0	2	2	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	FY 2012	FY 2012
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>DOCUMENT PRESERVATION</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	0	0.00	1	0.00	0	0.00	0	0.00
FUEL & UTILITIES	0	0.00	1	0.00	0	0.00	0	0.00
SUPPLIES	0	0.00	24,991	0.00	1	0.00	1	0.00
PROFESSIONAL SERVICES	0	0.00	1	0.00	0	0.00	0	0.00
HOUSEKEEPING & JANITORIAL SERV	0	0.00	1	0.00	0	0.00	0	0.00
COMPUTER EQUIPMENT	0	0.00	1	0.00	0	0.00	0	0.00
MOTORIZED EQUIPMENT	0	0.00	1	0.00	0	0.00	0	0.00
OFFICE EQUIPMENT	0	0.00	1	0.00	0	0.00	0	0.00
OTHER EQUIPMENT	0	0.00	1	0.00	0	0.00	0	0.00
PROPERTY & IMPROVEMENTS	0	0.00	1	0.00	0	0.00	0	0.00
<b>TOTAL - EE</b>	<b>0</b>	<b>0.00</b>	<b>25,000</b>	<b>0.00</b>	<b>1</b>	<b>0.00</b>	<b>1</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	0	0.00	164,261	0.00	2	0.00	2	0.00
<b>TOTAL - PD</b>	<b>0</b>	<b>0.00</b>	<b>164,261</b>	<b>0.00</b>	<b>2</b>	<b>0.00</b>	<b>2</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$189,261</b>	<b>0.00</b>	<b>\$3</b>	<b>0.00</b>	<b>\$3</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$189,261	0.00	\$3	0.00	\$3	0.00

## PROGRAM DESCRIPTION

**Department** Secretary of State

**Program Name** Records Services/Archives

**Program is found in the following core budget(s):** Document Preservation

### 1. What does this program do?

The State Document Preservation Fund consists of all moneys received by the Missouri State Archives from gifts, bequests, or contributions for the specific purpose of preserving legal, historical, and genealogical materials and making them available to the public. The Document Preservation Fund allows the Archives to seek assistance from the private sector to help save state government documents, which might otherwise be lost, destroyed, or inaccessible to the public. Various projects include grant administration, work on the St. Louis Judicial Records Project, or other special projects that make records available to the public as described in RSMo 109.005.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

RSMo 109.005

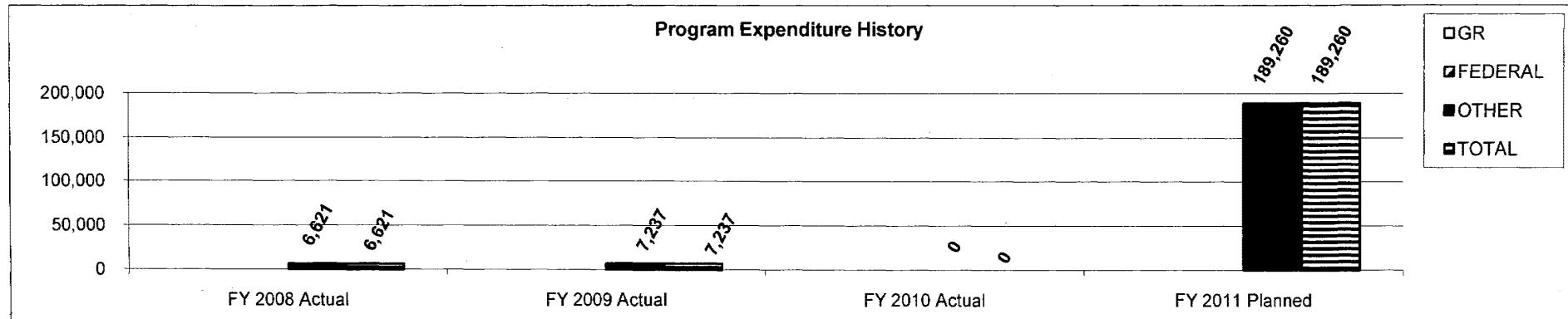
### 3. Are there federal matching requirements? If yes, please explain.

No

### 4. Is this a federally mandated program? If yes, please explain.

No

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



### 6. What are the sources of the "Other" funds?

Document Preservation (0836)

## PROGRAM DESCRIPTION

**Department** Secretary of State

**Program Name** Records Services/Archives

**Program is found in the following core budget(s):** Document Preservation

**7a. Provide an effectiveness measure.**

During FY08, \$6,200 from the Document Preservation Fund was spent making death certificates more accessible online. The effectiveness of this expenditure can be seen in the decline in death certificate requests from 10,382 in FY07 to 397 requests in FY10. The online death certificate project was completed in March of 2008.

**7b. Provide an efficiency measure.**

See 7c.

**7c. Provide the number of clients/individuals served, if applicable.**

An average of 8,200 visitors a day accessed the Missouri State Archives website.

**7d. Provide a customer satisfaction measure, if available.**

In FY09 the Records Services Division was recognized by "Family Tree Magazine" named the Missouri Digital Heritage Initiative as one of the 101 Best Websites' for the eighth year in a row.

## PROGRAM DESCRIPTION

**Department** Secretary of State

**Program Name** Records Services/Archives

**Program is found in the following core budget(s):** Missouri State Archives - St. Louis Center

**1. What does this program do?**

The facility would provide more complete and effective service for St. Louis City government offices and citizen researchers. Document storage in a records center is much less expensive than in finished office space. Thousands of dollars would be saved and thousands of square feet of scarce space would be reclaimed in government offices. The facility would draw thousands of cultural tourists from across the United States -- principally family historians, but also academics and journalists. The creation of a St. Louis Center would allow records holders to concentrate more fully on pressing contemporary business without having the diversion of genealogical and other historical searches.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Statutory authorization RSMo 109.400 and 109.410.

**3. Are there federal matching requirements? If yes, please explain.**

No

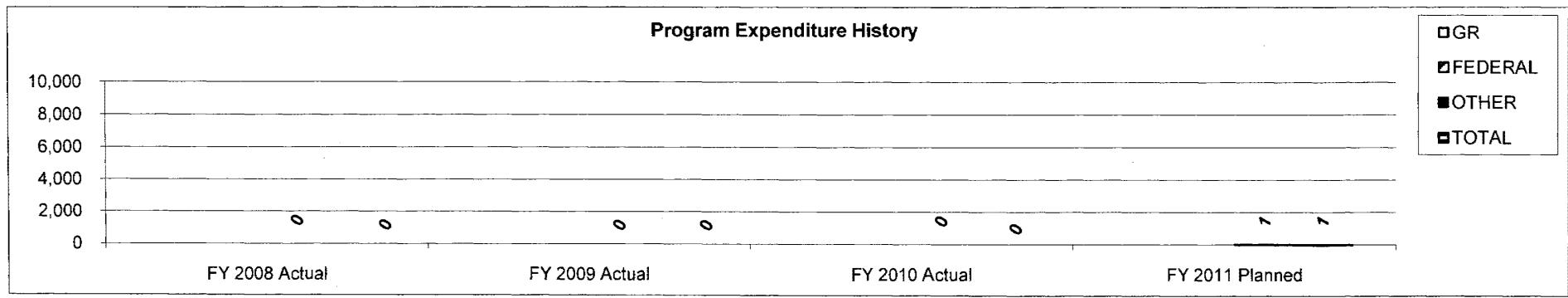
**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**

Program Expenditure History

- GR
- FEDERAL
- OTHER
- TOTAL



## PROGRAM DESCRIPTION

**Department** Secretary of State

**Program Name** Records Services/Archives

**Program is found in the following core budget(s):** Missouri State Archives - St. Louis Center

**6. What are the sources of the "Other" funds?**

The Center's creation would be the result of a public-private partnership of non-state funds.

**7a. Provide an effectiveness measure.**

The cost of storing documents in a records center is much less than the cost of storing them in finished office space. Thousands of dollars would be saved and thousands of square feet of scarce space would be reclaimed in government offices.

**7b. Provide an efficiency measure.**

Aggregate savings are contingent on participation in the project. No state or local government entity would be compelled to turn over records.

**7c. Provide the number of clients/individuals served, if applicable.**

Not applicable.

**7d. Provide a customer satisfaction measure, if available.**

Not applicable.



## DECISION ITEM SUMMARY

Budget Unit Decision Item Budget Object Summary Fund	FY 2010 ACTUAL DOLLAR	FY 2010 ACTUAL FTE	FY 2011 BUDGET DOLLAR	FY 2011 BUDGET FTE	FY 2012 DEPT REQ DOLLAR	FY 2012 DEPT REQ FTE	FY 2012 GOV REC DOLLAR	FY 2012 GOV REC FTE
<b>STATE AID FOR PUBLIC LIBRARY</b>								
CORE								
PROGRAM-SPECIFIC								
GENERAL REVENUE	4,004,456	0.00	3,604,001	0.00	3,604,001	0.00	3,604,001	0.00
TOTAL - PD	4,004,456	0.00	3,604,001	0.00	3,604,001	0.00	3,604,001	0.00
<b>TOTAL</b>	<b>4,004,456</b>	<b>0.00</b>	<b>3,604,001</b>	<b>0.00</b>	<b>3,604,001</b>	<b>0.00</b>	<b>3,604,001</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$4,004,456</b>	<b>0.00</b>	<b>\$3,604,001</b>	<b>0.00</b>	<b>\$3,604,001</b>	<b>0.00</b>	<b>\$3,604,001</b>	<b>0.00</b>

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**CORE DECISION ITEM**

<b>Department</b>	Secretary of State
<b>Division</b>	Library Services
<b>Core -</b>	State Aid for Public Libraries

**Budget Unit 23515C**

**1. CORE FINANCIAL SUMMARY**

	FY 2012 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	3,604,001	0	0	3,604,001
TRF	0	0	0	0
<b>Total</b>	<b>3,604,001</b>	<b>0</b>	<b>0</b>	<b>3,604,001</b>

<b>FTE</b>	0.00	0.00	0.00	0.00
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<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

	FY 2012 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	3,604,001	0	0	3,604,001
TRF	0	0	0	0
<b>Total</b>	<b>3,604,001</b>	<b>0</b>	<b>0</b>	<b>3,604,001</b>

<b>FTE</b>	0.00	0.00	0.00	0.00
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<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

Other Funds:

**2. CORE DESCRIPTION**

Under the Missouri Constitution and state statutes, the General Assembly appropriates funds to support public libraries. State aid is appropriated to libraries that have a minimum voted tax or local government support equal to ten cents per \$100 of assessed valuation. Libraries use these funds to improve information access and develop stronger library services for Missouri citizens. Funds are distributed to public libraries on a per capita basis and to libraries in less affluent counties for equalization aid as determined by RSMo 181.060.

**3. PROGRAM LISTING (list programs included in this core funding)**

State Aid to Public Libraries

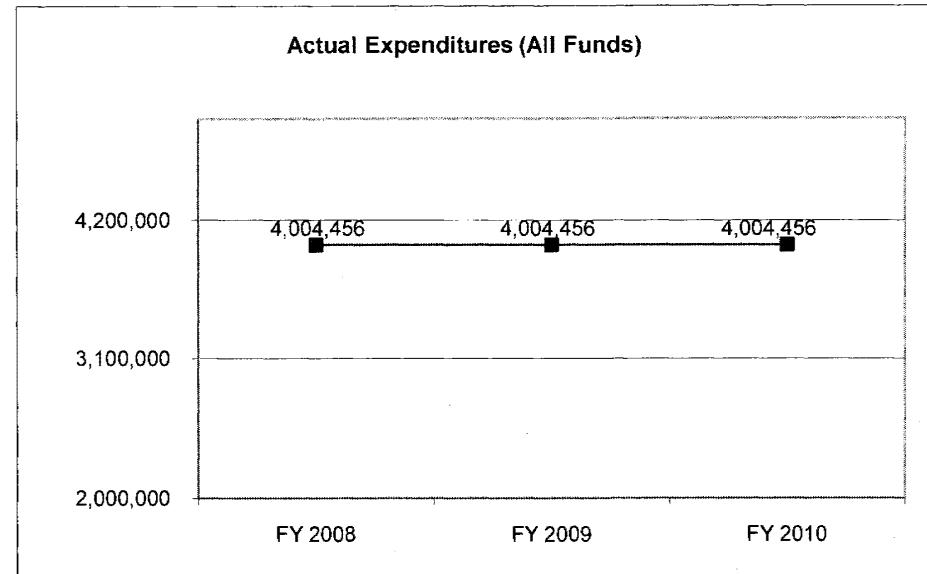
## CORE DECISION ITEM

**Department** Secretary of State  
**Division** Library Services  
**Core -** State Aid for Public Libraries

**Budget Unit** 23515C

### 4. FINANCIAL HISTORY

	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Current Yr.
Appropriation (All Funds)	4,004,456	4,004,456	4,004,456	3,604,001
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	4,004,456	4,004,456	4,004,456	N/A
Actual Expenditures (All Funds)	4,004,456	4,004,456	4,004,456	N/A
Unexpended (All Funds)	0	0	0	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### **NOTES:**

State aid for public libraries is a two part program; aid distributed to libraries based on population, and an equalization program to help libraries in less affluent counties.

In FY10, of the \$4,004,456, \$2,815,316 was distributed as per capita state aid, and \$1,189,140 was distributed in equalization aid.

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
STATE AID FOR PUBLIC LIBRARY

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFF AFTER VETOES</b>							
	PD	0.00	3,604,001	0	0	3,604,001	
	<b>Total</b>	<b>0.00</b>	<b>3,604,001</b>	<b>0</b>	<b>0</b>	<b>3,604,001</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PD	0.00	3,604,001	0	0	3,604,001	
	<b>Total</b>	<b>0.00</b>	<b>3,604,001</b>	<b>0</b>	<b>0</b>	<b>3,604,001</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PD	0.00	3,604,001	0	0	3,604,001	
	<b>Total</b>	<b>0.00</b>	<b>3,604,001</b>	<b>0</b>	<b>0</b>	<b>3,604,001</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	FY 2012	FY 2012
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>STATE AID FOR PUBLIC LIBRARY</b>								
<b>CORE</b>								
PROGRAM DISTRIBUTIONS	4,004,456	0.00	3,604,001	0.00	3,604,001	0.00	3,604,001	0.00
TOTAL - PD	4,004,456	0.00	3,604,001	0.00	3,604,001	0.00	3,604,001	0.00
<b>GRAND TOTAL</b>	<b>\$4,004,456</b>	<b>0.00</b>	<b>\$3,604,001</b>	<b>0.00</b>	<b>\$3,604,001</b>	<b>0.00</b>	<b>\$3,604,001</b>	<b>0.00</b>
GENERAL REVENUE	\$4,004,456	0.00	\$3,604,001	0.00	\$3,604,001	0.00	\$3,604,001	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department - Secretary of State**

**Program Name: State Aid for Public Libraries**

**Program is found in the following core budget(s): State Aid for Public Libraries**

**1. What does this program do?**

State Aid for Public Libraries makes a vital contribution to improving public library services in Missouri. The program provides funds to public libraries that meet the requirements specified in the Missouri Constitution, Article IX, Section 10 and in RSMo 181.060. Public libraries having a minimum voted tax of local government support equal to ten cents per \$100 of assessed valuation are eligible to receive funds from this program.

Public libraries in Missouri are funded through property taxes. Due to reassessment and rollback, those taxes are limited to small growth factors. Across the state, the level of library funding from taxation varies widely, in large part due to differences in local property valuations. State aid helps bridge some of the resulting funding gaps. State aid applications are submitted annually for review and certification by the State Librarian. Once the funding is approved, local library boards of trustees decide the allocation of these funds according to the highest local needs and priorities.

The economic and social success of Missouri citizens depends on equal information access and the ability to use information. Missouri public libraries play a critical role in providing access to information. Without state aid funding, Missourians will have reduced information access, or a reduction in the basic services offered by public libraries. In many communities, public libraries provide the only no cost internet access, heavily used by people seeking jobs, filling out application forms, or researching business opportunities. State aid secures the necessary funding for the following variety of needs: computer technology, Internet connectivity, reference services, operating revenue and collection expenditures.

The Secretary of State and the State Library provide service guidelines through the Missouri Public Library Standards. These Standards provide benchmarks for per capita income, hours of service, amount of funds to be budgeted for library collections, as well as guidelines for developing technology, determining current and future community technology needs, and meeting national standards for cataloging library materials. Many libraries in Missouri do not currently meet the Missouri Public Library Standards. State aid funding provides modest support for libraries moving to meet the benchmarks of the Missouri Public Library Standards.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

RSMo Ch.181.060; Mo Constitution, Article X, Section 10

**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

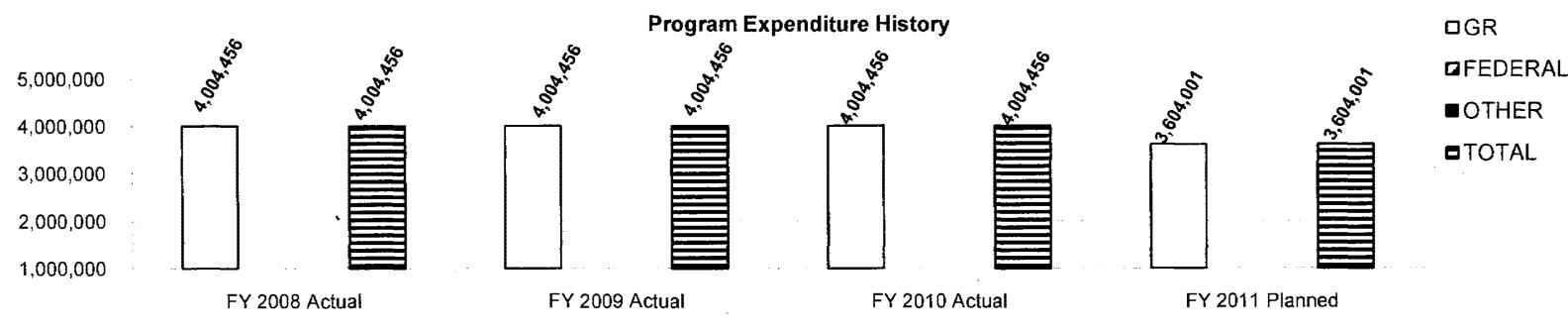
## PROGRAM DESCRIPTION

**Department - Secretary of State**

**Program Name: State Aid for Public Libraries**

**Program is found in the following core budget(s): State Aid for Public Libraries**

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

**7a. Provide an effectiveness measure.**

More Missourians recognize the value of the service provided by their local library and are attending more programs.

	2008	2009
Attendance at library programs	1,399,113	1,541,438
Annual percent increase in attendance	1.2%	10.2%
Number of library visits	26,529,459	28,468,738

**7b. Provide an efficiency measure.**

Many Missourians rely on their local library for access to the Internet. Libraries provide Internet access using high speed connections, at no charge for the user. This provides high quality and efficiency for the user.

	2008	2009
Public Internet Computers provided	4,592	4,441
Users of Computers	4,736,600	5,180,581

**7c. Provide the number of clients/individuals served, if applicable.**

	2008	2009	2010	2011-proj.
Eligible library districts	168	167	165	164
Population	5,121,732	5,121,199	5,118,756	5,115,669

**7d. Provide a customer satisfaction measure, if available.**

## DECISION ITEM SUMMARY

Budget Unit	FY 2010 ACTUAL DOLLAR	FY 2010 ACTUAL FTE	FY 2011 BUDGET DOLLAR	FY 2011 BUDGET FTE	FY 2012 DEPT REQ DOLLAR	FY 2012 DEPT REQ FTE	FY 2012 GOV REC DOLLAR	FY 2012 GOV REC FTE
<b>REAL</b>								
<b>CORE</b>								
EXPENSE & EQUIPMENT								
GENERAL REVENUE	3,109,250	0.00	3,109,250	0.00	3,109,250	0.00	3,109,250	0.00
TOTAL - EE	3,109,250	0.00	3,109,250	0.00	3,109,250	0.00	3,109,250	0.00
<b>TOTAL</b>	<b>3,109,250</b>	<b>0.00</b>	<b>3,109,250</b>	<b>0.00</b>	<b>3,109,250</b>	<b>0.00</b>	<b>3,109,250</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$3,109,250</b>	<b>0.00</b>	<b>\$3,109,250</b>	<b>0.00</b>	<b>\$3,109,250</b>	<b>0.00</b>	<b>\$3,109,250</b>	<b>0.00</b>

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**CORE DECISION ITEM**

<b>Department</b>	Secretary of State
<b>Division</b>	Library Services
<b>Core -</b>	REAL Program

**Budget Unit 23520C**

**1. CORE FINANCIAL SUMMARY**

	FY 2012 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	3,109,250	0	0	3,109,250
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>3,109,250</b>	<b>0</b>	<b>0</b>	<b>3,109,250</b>

<b>FTE</b>	0.00	0.00	0.00	0.00
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<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: None

	FY 2012 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	3,109,250	0	0	3,109,250
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>3,109,250</b>	<b>0</b>	<b>0</b>	<b>3,109,250</b>

<b>FTE</b>	0.00	0.00	0.00	0.00
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<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

**2. CORE DESCRIPTION**

The REAL Program provides Internet access, training and technical support for public libraries and licensing of shared electronic reference resources available to public libraries, K-12 schools, higher education, and state agencies. The Remote Electronic Access for Libraries (REAL) Program is one of the contractual programs for MOREnet. The Missouri Research and Educational Network (MOREnet) maintains a high-capacity, high speed telecommunications network in the State of Missouri.

**3. PROGRAM LISTING (list programs included in this core funding)**

The Remote Electronic Access for Libraries (REAL) Program

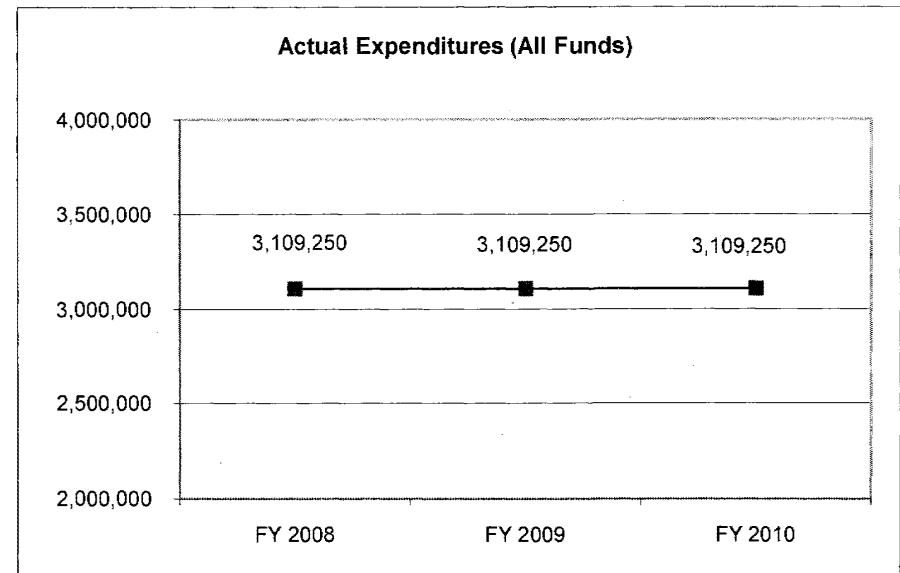
**CORE DECISION ITEM**

<b>Department</b>	Secretary of State
<b>Division</b>	Library Services
<b>Core -</b>	REAL Program

**Budget Unit 23520C**

**4. FINANCIAL HISTORY**

	<b>FY 2008 Actual</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Current Yr.</b>
Appropriation (All Funds)	3,109,250	3,109,250	3,109,250	3,109,250
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	3,109,250	3,109,250	3,109,250	N/A
Actual Expenditures (All Funds)	3,109,250	3,109,250	3,109,250	N/A
Unexpended (All Funds)	0	0	0	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

**NOTES:**

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
REAL

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFF AFTER VETOES</b>							
EE	0.00	3,109,250		0	0	3,109,250	
<b>Total</b>	<b>0.00</b>	<b>3,109,250</b>		<b>0</b>	<b>0</b>	<b>3,109,250</b>	
<b>DEPARTMENT CORE REQUEST</b>							
EE	0.00	3,109,250		0	0	3,109,250	
<b>Total</b>	<b>0.00</b>	<b>3,109,250</b>		<b>0</b>	<b>0</b>	<b>3,109,250</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
EE	0.00	3,109,250		0	0	3,109,250	
<b>Total</b>	<b>0.00</b>	<b>3,109,250</b>		<b>0</b>	<b>0</b>	<b>3,109,250</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	FY 2012	FY 2012
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>REAL</b>								
<b>CORE</b>								
PROFESSIONAL SERVICES	3,109,250	0.00	3,109,250	0.00	3,109,250	0.00	3,109,250	0.00
TOTAL - EE	3,109,250	0.00	3,109,250	0.00	3,109,250	0.00	3,109,250	0.00
<b>GRAND TOTAL</b>	<b>\$3,109,250</b>	<b>0.00</b>	<b>\$3,109,250</b>	<b>0.00</b>	<b>\$3,109,250</b>	<b>0.00</b>	<b>\$3,109,250</b>	<b>0.00</b>
GENERAL REVENUE	\$3,109,250	0.00	\$3,109,250	0.00	\$3,109,250	0.00	\$3,109,250	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Library Services

**Program is found in the following core budget(s):** REAL Program

**1. What does this program do?**

The REAL Program provides Internet access, training and technical support for public libraries as well as licensing of shared electronic reference resources available to public libraries, K-12 schools, higher education, and state agencies.

Public libraries serve as the sole source of Internet access for many Missourians. In order for Missouri citizens to compete in an on-line environment for jobs and business revenue, they need a basic level of computer and Internet resource knowledge. Access to electronic resources via the Internet in public libraries provides the only widely available, public resource for both urban and rural low/moderate income families to access this information and gain the knowledge required to compete in an ever-increasing electronic economy. As schools increase the use of electronic resources in their curriculum, public libraries provide the only means for students to follow-up and complete research when the school closes and they have no computers or Internet access in their homes.

The REAL Program appropriation includes funding for three types of database services: a general periodicals database, databases for health and business, and a Missouri newspaper database. These services are heavily used by all types of libraries, and are available to state agencies. Without this program, most public libraries and schools will not be able to afford access to electronic information resources. Those that are able to afford access will individually pay a considerably higher per capita cost for these resources, thus wasting scarce taxpayer dollars. For example, this appropriation funds licenses for several products. One such product cost is \$459,000 annually for the license. If every K-12 school, public library, and higher education institution acquired their own license individually, the cost to the taxpayer (according to the database provider) would exceed \$5 million.

The Missouri Research and Educational Network (MOREnet) maintains a high-capacity, high speed statewide telecommunications network in the State of Missouri. The Remote Electronic Access for Libraries (REAL) Program is one of the contractual programs for MOREnet.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Mo. Constitution, Article X, Section 10

181 RSMo

**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

## PROGRAM DESCRIPTION

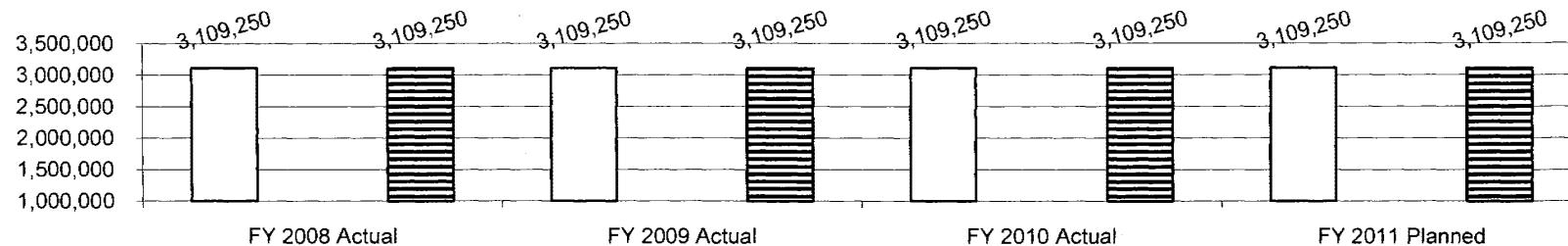
**Department:** Secretary of State

**Program Name:** Library Services

**Program is found in the following core budget(s):** REAL Program

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**

**Program Expenditure History**



**6. What are the sources of the "Other" funds?**

None

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Library Services

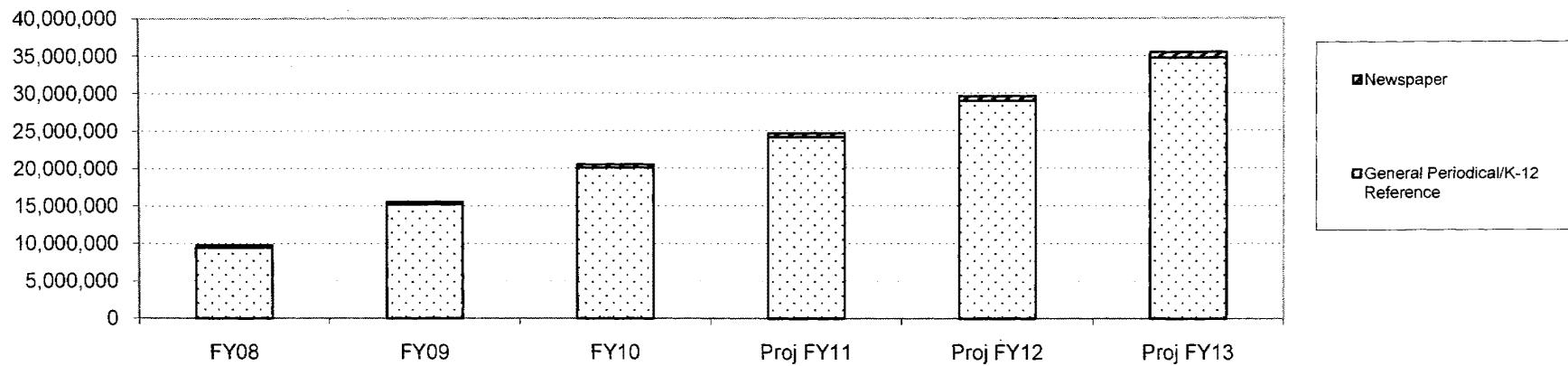
**Program is found in the following core budget(s):** REAL Program

**7a. Provide an effectiveness measure.**

Electronic Resource Usage

The electronic resources provided by the REAL Program provide important reference information to citizens throughout the state. Not only are these services heavily used by public libraries, and the citizens they serve, these resources are essential to public school and higher education libraries and classrooms, the students they serve. Without these shared resources, most public libraries and schools will not be able to afford access to electronic information resources, and the few able to afford to pay for individual access would pay more in total for a lower level of service.

**Number of Searches in Electronic Resources**



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Library Services

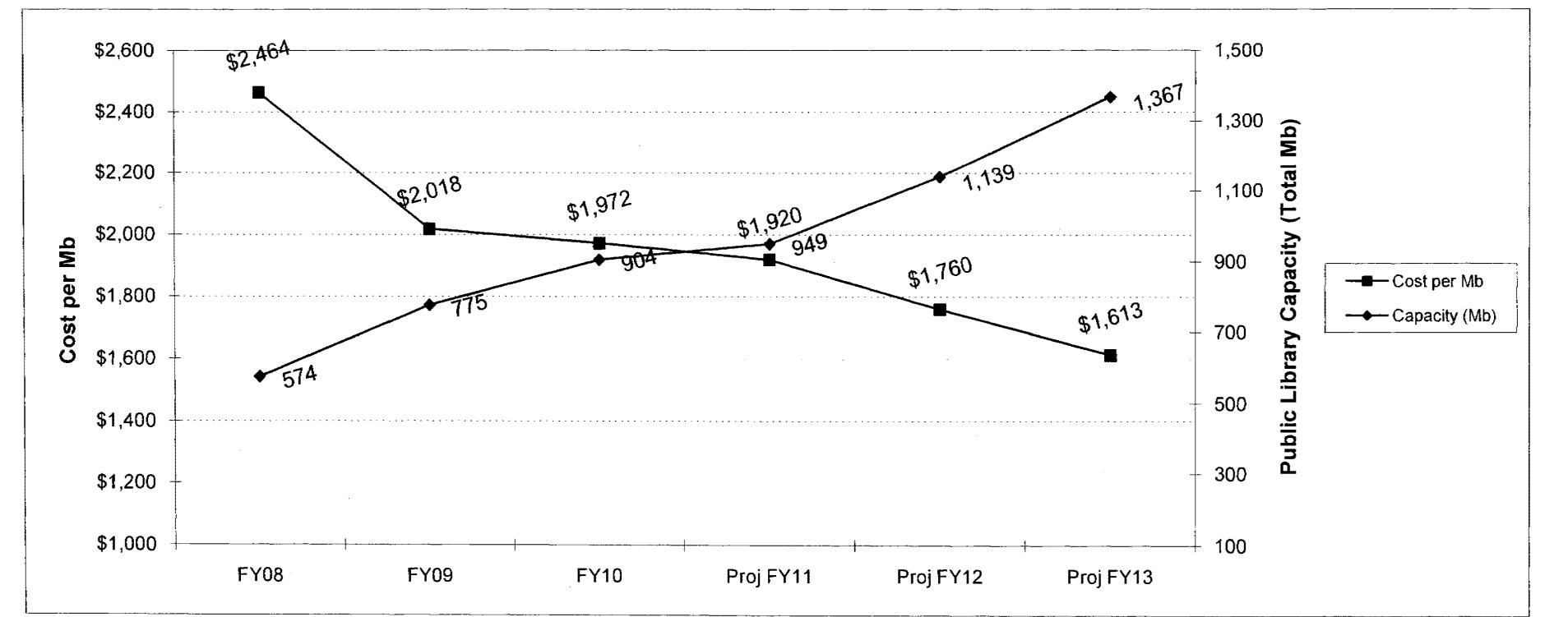
**Program is found in the following core budget(s):** REAL Program

### 7b. Provide an efficiency measure.

#### Demand Growth and Cost Efficiency: Capacity and Cost per Mb

The demand for Internet connectivity at public libraries continues to grow. Additional workstations and greater use of electronic resources and communications by library patrons and staff continue to push capacity demand higher. A recently completed survey of MOREnet public library members provides important information on expected growth in demand for capacity over the next 12-18 months. Based on a response rate of over 60%, it is clear that there will be additional demands on public library Internet connections. 36% of the respondents are planning on adding additional computers (beyond replacements for existing computers) for an estimated total increase of 270 more computers (or an average of 10 per library). 48% responded that they are concerned about overextending their capacity in the next 12-18 months. 19% are actively limiting access to resources and materials to conserve capacity for other library activities.

By leveraging their collective purchases costs per Mb are lower than if each library district were to negotiate individually. In addition, the continual pursuit of additional connectivity savings has allowed REAL to meet the continuing demand for additional capacity with existing resources.



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Library Services

**Program is found in the following core budget(s):** REAL Program

**7c. Provide the number of clients/individuals served, if applicable.**

	Projected FY 2008	Actual FY 2008 <sup>1</sup>	Projected FY 2009	Actual FY 2009 <sup>2</sup>	Projected FY 2010	Actual FY 2010 <sup>3</sup>	Projected FY 2011 <sup>4</sup>	Projected FY 2012	Projected FY 2013
Number of libraries participating*	132	133	134	133	134	135	134	134	134
Total eligible	149	149	149	149	148	148	147	148	148
Percent of eligible library districts	88.6%	89.3%	89.9%	89.3%	90.5%	91.2%	91.2%	90.5%	90.5%

<sup>1</sup> For FY08 new members were Brunswick Public Library and Willow Springs Public Library.

<sup>2</sup> For FY09 Chaffee Public Library was a new member. Brunswick Public Library cancelled membership in FY09.

<sup>3</sup> For FY10 Advance Community Library, Conran Memorial, and Fisk were new members. Morgan County Library cancelled membership in FY10.

<sup>4</sup> Webb City cancelled membership in FY11.

**7d. Provide a customer satisfaction measure, if available.**

All members contacting technical support for assistance receive an electronic satisfaction survey following the resolution of their issues. This survey asks the member to rate performance in five areas: staff knowledge, effectiveness of solution, timeliness of resolution, staff communication skills, and courteous service. The data shown below is averaged across all public library members, types of assistance, and areas of performance.

	Projected FY 2008	Actual FY 2008	Projected FY 2009	Actual FY 2009	Projected FY 2010	Actual FY 2010	Projected FY 2011	Projected FY 2012	Projected FY 2013
Percent satisfied with help desk service	98.0%	96.0%	96.0%	96.8%	96.8%	96.5%	96.5%	96.5%	96.5%

## DECISION ITEM SUMMARY

Budget Unit Decision Item Budget Object Summary Fund	FY 2010 ACTUAL DOLLAR	FY 2010 ACTUAL FTE	FY 2011 BUDGET DOLLAR	FY 2011 BUDGET FTE	FY 2012 DEPT REQ DOLLAR	FY 2012 DEPT REQ FTE	FY 2012 GOV REC DOLLAR	FY 2012 GOV REC FTE
<b>LIFT LITERACY PROGRAM</b>								
CORE								
EXPENSE & EQUIPMENT								
GENERAL REVENUE	69,450	0.00	69,450	0.00	69,450	0.00	69,450	0.00
TOTAL - EE	69,450	0.00	69,450	0.00	69,450	0.00	69,450	0.00
<b>TOTAL</b>	<b>69,450</b>	<b>0.00</b>	<b>69,450</b>	<b>0.00</b>	<b>69,450</b>	<b>0.00</b>	<b>69,450</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$69,450</b>	<b>0.00</b>	<b>\$69,450</b>	<b>0.00</b>	<b>\$69,450</b>	<b>0.00</b>	<b>\$69,450</b>	<b>0.00</b>

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State			<b>Budget Unit</b>	23713C						
<b>Division</b>	Library Services										
<b>Core -</b>	Literacy Investment for Tomorrow										
<b>1. CORE FINANCIAL SUMMARY</b>											
<b>FY 2012 Budget Request</b>				<b>FY 2012 Governor's Recommendation</b>							
<b>GR</b>		<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>GR</b>	<b>Fed</b>	<b>Other</b>				
PS	0	0	0	0	PS	0	0				
EE	69,450	0	0	69,450	EE	69,450	0				
PSD	0	0	0	0	PSD	0	0				
TRF	0	0	0	0	TRF	0	0				
<b>Total</b>	<b>69,450</b>	<b>0</b>	<b>0</b>	<b>69,450</b>	<b>Total</b>	<b>69,450</b>	<b>0</b>				
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>FTE</b>	<b>0.00</b>	<b>0.00</b>				
<b>Est. Fringe</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>Est. Fringe</b>	<b>0</b>	<b>0</b>				
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.											
Other Funds:				Other Funds:							
<b>2. CORE DESCRIPTION</b>											
Literacy Investment for Tomorrow (LIFT) - Missouri is the State Literacy Resource Center. LIFT offers Missourians a wide range of literacy-related information, toll-free referrals for learners and tutors, print and web-based resources, and training and technical assistance for librarians and their community constituents, as well as for adult and family literacy programs around the state. LIFT is governed by a statewide Board of Directors and has offices in St. Louis and Kansas City.											
<b>3. PROGRAM LISTING (list programs included in this core funding)</b>											
Literacy Investment for Tomorrow (LIFT)											

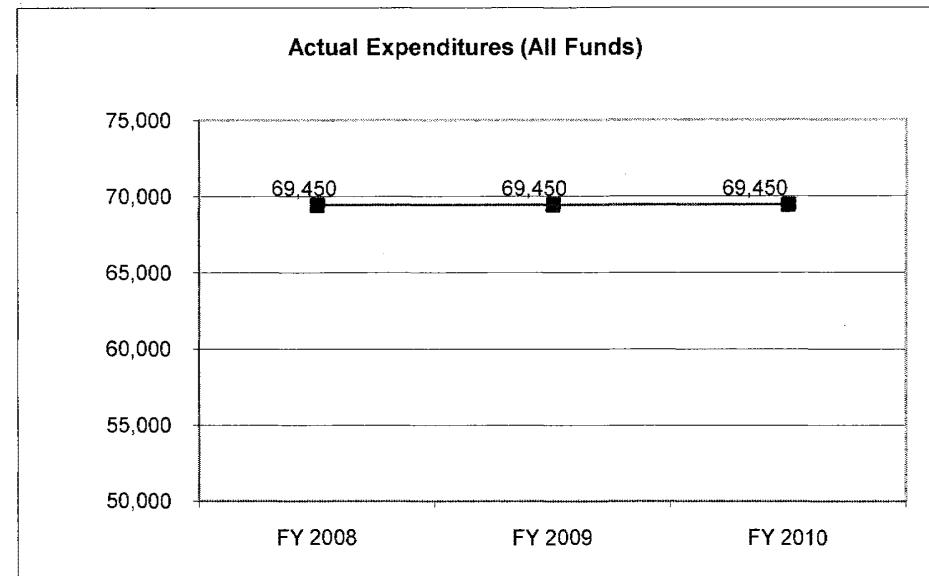
**CORE DECISION ITEM**

<b>Department</b>	Secretary of State
<b>Division</b>	Library Services
<b>Core -</b>	Literacy Investment for Tomorrow

**Budget Unit 23713C**

**4. FINANCIAL HISTORY**

	<b>FY 2008 Actual</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Current Yr.</b>
Appropriation (All Funds)	69,450	69,450	69,450	69,450
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	69,450	69,450	69,450	N/A
Actual Expenditures (All Funds)	<u>69,450</u>	<u>69,450</u>	<u>69,450</u>	N/A
Unexpended (All Funds)	<u>0</u>	<u>0</u>	<u>0</u>	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

**NOTES:**

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
LIFT LITERACY PROGRAM

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES	EE	0.00	69,450	0	0	69,450	
	<b>Total</b>	<b>0.00</b>	<b>69,450</b>	<b>0</b>	<b>0</b>	<b>69,450</b>	
DEPARTMENT CORE REQUEST	EE	0.00	69,450	0	0	69,450	
	<b>Total</b>	<b>0.00</b>	<b>69,450</b>	<b>0</b>	<b>0</b>	<b>69,450</b>	
GOVERNOR'S RECOMMENDED CORE	EE	0.00	69,450	0	0	69,450	
	<b>Total</b>	<b>0.00</b>	<b>69,450</b>	<b>0</b>	<b>0</b>	<b>69,450</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	FY 2012	FY 2012
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>LIFT LITERACY PROGRAM</b>								
<b>CORE</b>								
PROFESSIONAL SERVICES	69,450	0.00	69,450	0.00	69,450	0.00	69,450	0.00
TOTAL - EE	69,450	0.00	69,450	0.00	69,450	0.00	69,450	0.00
<b>GRAND TOTAL</b>	<b>\$69,450</b>	<b>0.00</b>	<b>\$69,450</b>	<b>0.00</b>	<b>\$69,450</b>	<b>0.00</b>	<b>\$69,450</b>	<b>0.00</b>
GENERAL REVENUE	\$69,450	0.00	\$69,450	0.00	\$69,450	0.00	\$69,450	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Library Services

**Program is found in the following core budget(s):** Literacy Investment for Tomorrow

### **1. What does this program do?**

As Missouri's Literacy Resource Center, LIFT provides one source for literacy resources in Missouri. LIFT provides these information services by:

- operating a toll-free literacy hotline;
- maintaining a website which attracts over 22,000 visitors annually;
- managing literacy training and technical assistance projects for more than 20 years;
- administering multiple statewide projects and meeting stringent accountability measures from state and federal funding sources;
- developing and strengthening collaborative projects, including a wide range of partner agencies and organizations, around issues related to literacy;
- integrating technology into professional development (including web-based resources and distance learning);
- designing and delivering effective evaluation components of projects which meet accountability standards and are used to improve service delivery;
- creating new, research-based professional development opportunities around the issues of improving reading instruction and strengthening literacy programs.

### **2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Missouri Revised Statutes 181.021

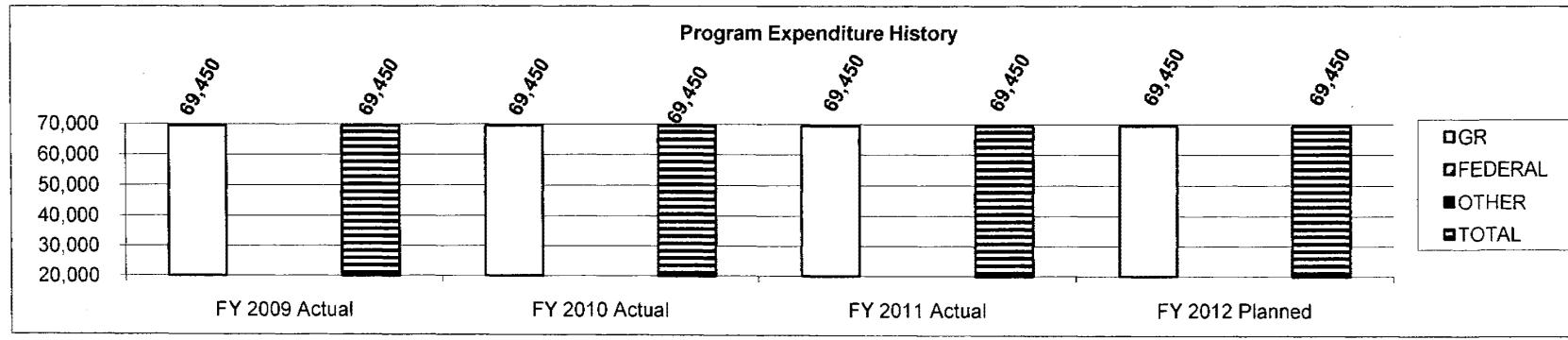
### **3. Are there federal matching requirements? If yes, please explain.**

No

### **4. Is this a federally mandated program? If yes, please explain.**

No

### **5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Library Services

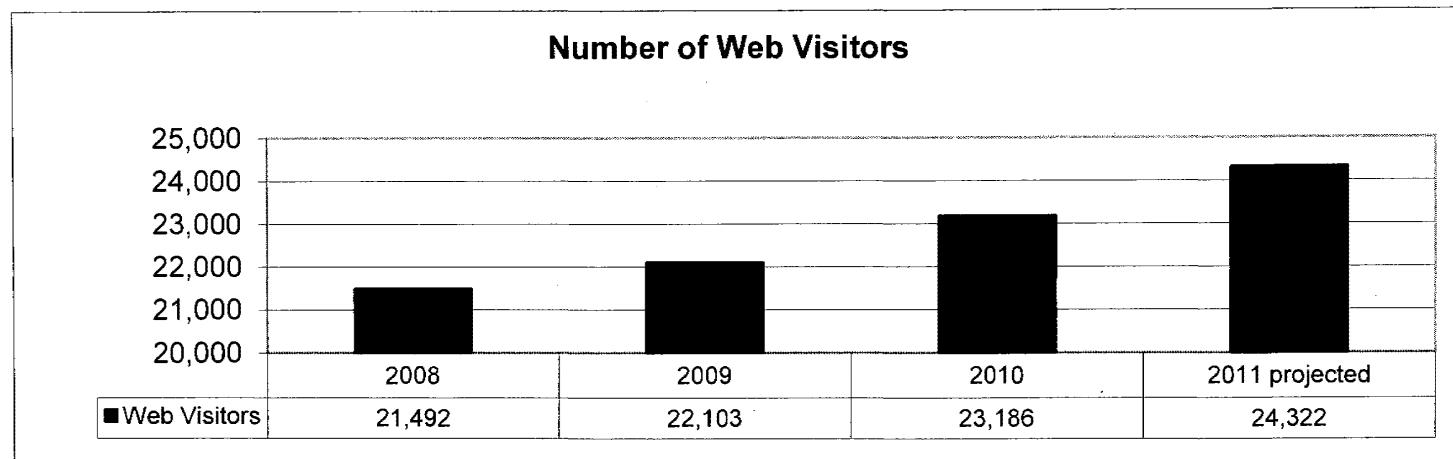
**Program is found in the following core budget(s):** Literacy Investment for Tomorrow

**6. What are the sources of the "Other" funds?**

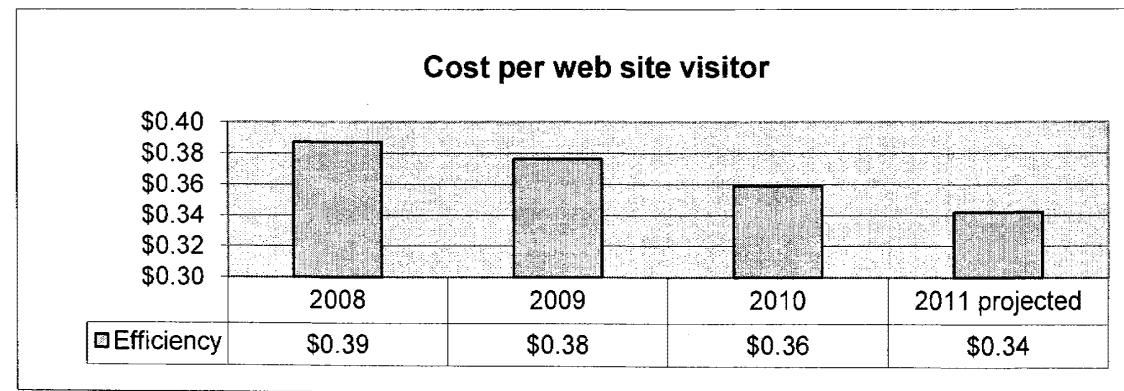
None

**7a. Provide an effectiveness measure.**

High web site activity demonstrates effectiveness of agency as information provider for users



**7b. Provide an efficiency measure.**



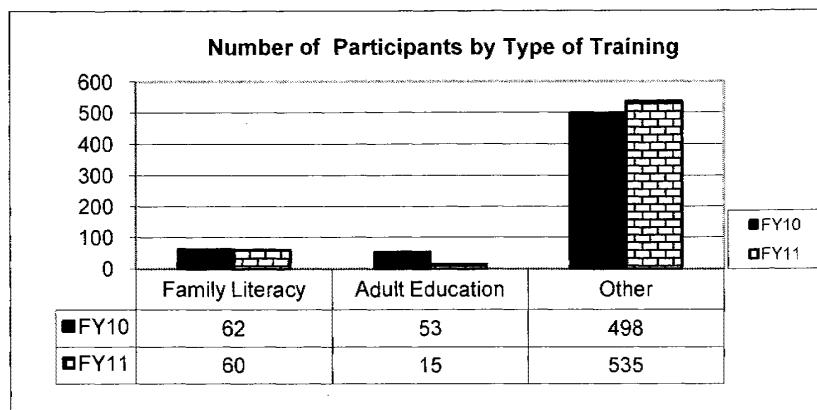
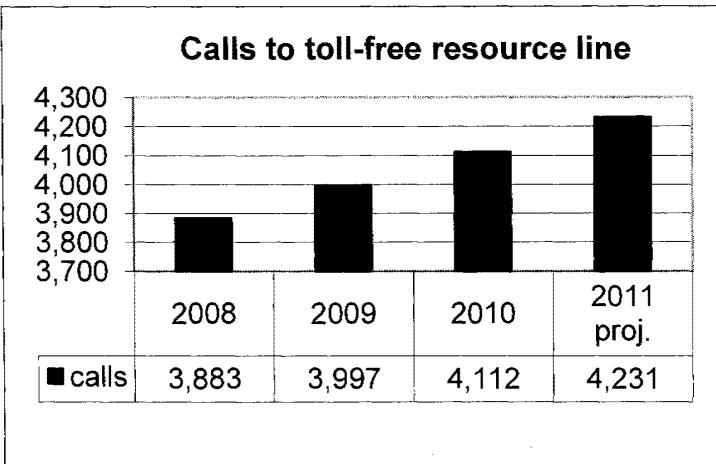
## PROGRAM DESCRIPTION

**Department:** Secretary of State

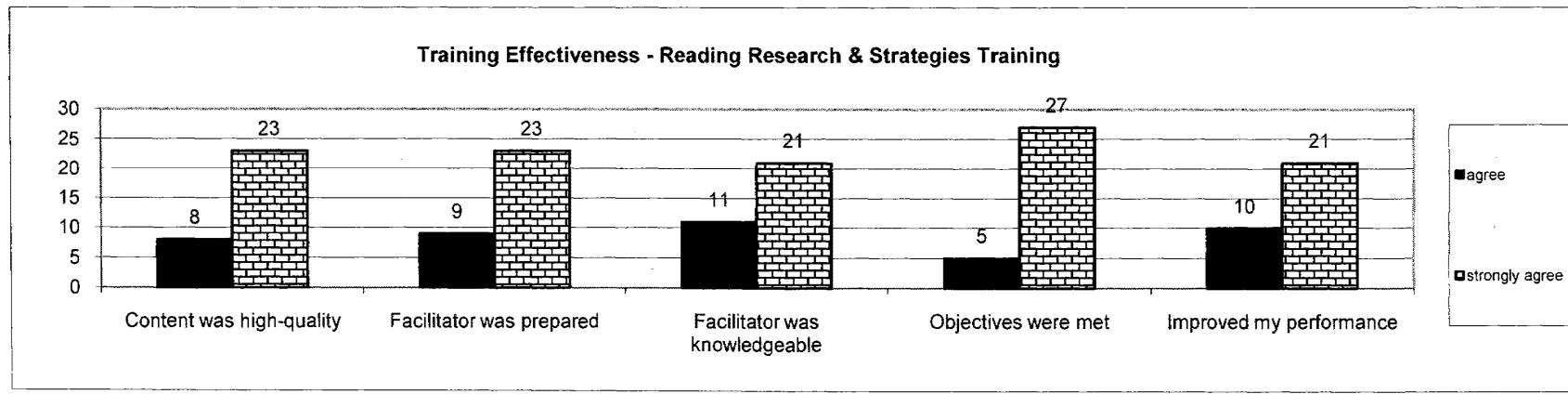
**Program Name:** Library Services

**Program is found in the following core budget(s):** Literacy Investment for Tomorrow

**7c. Provide the number of clients/individuals served, if applicable.**



**7d. Provide a customer satisfaction measure, if available.**



## DECISION ITEM SUMMARY

Budget Unit Decision Item Budget Object Summary Fund	FY 2010 ACTUAL DOLLAR	FY 2010 ACTUAL FTE	FY 2011 BUDGET DOLLAR	FY 2011 BUDGET FTE	FY 2012 DEPT REQ DOLLAR	FY 2012 DEPT REQ FTE	FY 2012 GOV REC DOLLAR	FY 2012 GOV REC FTE
<b>FEDERAL AID FOR PUBLIC LIBRARIES</b>								
<b>CORE</b>								
EXPENSE & EQUIPMENT								
SEC OF STATE-FEDERAL FUNDS	663,669	0.00	599,999	0.00	599,999	0.00	599,999	0.00
TOTAL - EE	663,669	0.00	599,999	0.00	599,999	0.00	599,999	0.00
PROGRAM-SPECIFIC								
SEC OF STATE-FEDERAL FUNDS	1,780,573	0.00	2,150,001	0.00	2,150,001	0.00	2,150,001	0.00
TOTAL - PD	1,780,573	0.00	2,150,001	0.00	2,150,001	0.00	2,150,001	0.00
<b>TOTAL</b>	<b>2,444,242</b>	<b>0.00</b>	<b>2,750,000</b>	<b>0.00</b>	<b>2,750,000</b>	<b>0.00</b>	<b>2,750,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$2,444,242</b>	<b>0.00</b>	<b>\$2,750,000</b>	<b>0.00</b>	<b>\$2,750,000</b>	<b>0.00</b>	<b>\$2,750,000</b>	<b>0.00</b>

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State			<b>Budget Unit</b>	23722C					
<b>Division</b>	Library Services									
<b>Core -</b>	Federal Aid to Public Libraries									
<b>1. CORE FINANCIAL SUMMARY</b>										
<b>FY 2012 Budget Request</b>				<b>FY 2012 Governor's Recommendation</b>						
GR		Federal	Other	Total	GR		Fed	Other	Total	
PS		0	0	0	PS		0	0	0	
EE		0	599,999	0	EE		0	599,999	E	
PSD		0	2,150,001	0	PSD		0	2,150,001	E	
TRF		0	0	0	TRF		0	0	0	
Total		<b>0</b>	<b>2,750,000</b>	<b>0</b>	Total		<b>0</b>	<b>2,750,000</b>	<b>E</b>	
FTE		0.00	0.00	0.00	FTE		0.00	0.00	0.00	
<i>Est. Fringe</i>		0	0	0	<i>Est. Fringe</i>		0	0	0	
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.										
Other Funds:										
<b>2. CORE DESCRIPTION</b>										
The purpose of the Library Services and Technology Act Fund (LSTA) is to stimulate excellence and promote access to learning and information resources in all types of libraries and for individuals of all ages. Libraries have identified needs to make increased use of technology and train staff and library users in its effective use. This implements the Missouri State Library's long-range plan to use federal funds to develop stronger library services.										
181.021 RSMo										
<b>3. PROGRAM LISTING (list programs included in this core funding)</b>										
Federal Aid for Public Libraries										

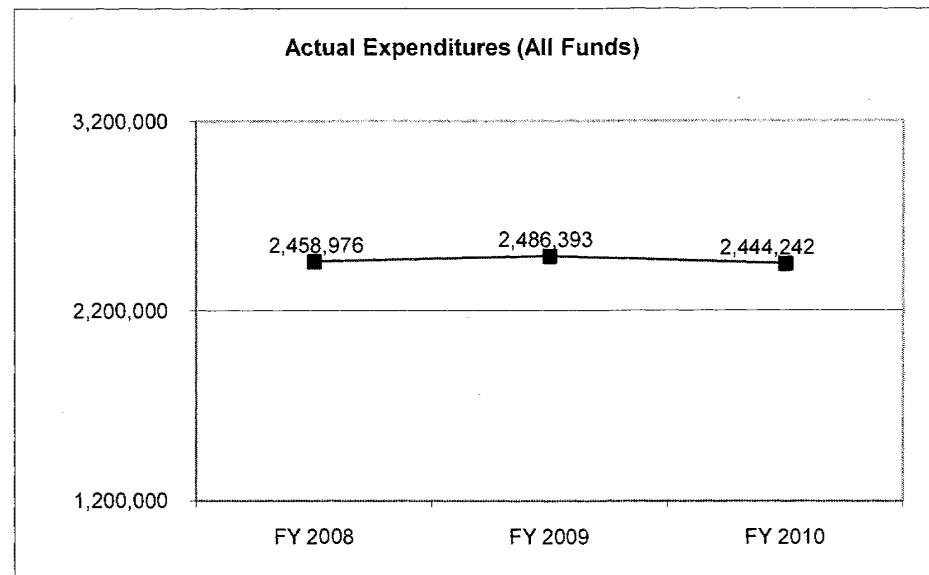
**CORE DECISION ITEM**

<b>Department</b>	Secretary of State
<b>Division</b>	Library Services
<b>Core -</b>	Federal Aid to Public Libraries

**Budget Unit 23722C**

**4. FINANCIAL HISTORY**

	<b>FY 2008 Actual</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Current Yr.</b>	
Appropriation (All Funds)	2,750,000	2,750,000	2,750,000	2,750,000	E
Less Reverted (All Funds)	0	0	0	N/A	
Budget Authority (All Funds)	2,750,000	2,750,000	2,750,000	N/A	
Actual Expenditures (All Funds)	2,458,976	2,486,393	2,444,242	N/A	
Unexpended (All Funds)	<u>291,024</u>	<u>263,607</u>	<u>305,758</u>	N/A	
Unexpended, by Fund:					
General Revenue	0	0	0	N/A	
Federal	291,024	263,607	305,758	N/A	
Other	0	0	0	N/A	



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

**NOTES:**

LSTA funds may be spent over a two year period.

## CORE RECONCILIATION DETAIL

**SECRETARY OF STATE  
FEDERAL AID FOR PUBLIC LIBRAR**

### **5. CORE RECONCILIATION DETAIL**

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFF AFTER VETOES</b>							
EE	0.00	0	599,999	0	599,999		
PD	0.00	0	2,150,001	0	2,150,001		
<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>2,750,000</b>	<b>0</b>	<b>2,750,000</b>		
<b>DEPARTMENT CORE REQUEST</b>							
EE	0.00	0	599,999	0	599,999		
PD	0.00	0	2,150,001	0	2,150,001		
<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>2,750,000</b>	<b>0</b>	<b>2,750,000</b>		
<b>GOVERNOR'S RECOMMENDED CORE</b>							
EE	0.00	0	599,999	0	599,999		
PD	0.00	0	2,150,001	0	2,150,001		
<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>2,750,000</b>	<b>0</b>	<b>2,750,000</b>		

**DECISION ITEM DETAIL**

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	FY 2012	FY 2012
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>FEDERAL AID FOR PUBLIC LIBRARIES</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	31,247	0.00	32,000	0.00	32,000	0.00	32,000	0.00
TRAVEL, OUT-OF-STATE	0	0.00	1	0.00	1	0.00	1	0.00
SUPPLIES	78,554	0.00	5,998	0.00	5,998	0.00	5,998	0.00
PROFESSIONAL DEVELOPMENT	10,690	0.00	500	0.00	500	0.00	500	0.00
COMMUNICATION SERV & SUPP	0	0.00	0	0.00	1	0.00	1	0.00
PROFESSIONAL SERVICES	478,336	0.00	524,299	0.00	524,299	0.00	524,299	0.00
M&R SERVICES	36,457	0.00	1	0.00	1	0.00	1	0.00
COMPUTER EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
MOTORIZED EQUIPMENT	0	0.00	0	0.00	1	0.00	1	0.00
OFFICE EQUIPMENT	0	0.00	0	0.00	1	0.00	1	0.00
OTHER EQUIPMENT	0	0.00	0	0.00	1	0.00	1	0.00
PROPERTY & IMPROVEMENTS	0	0.00	0	0.00	1	0.00	1	0.00
BUILDING LEASE PAYMENTS	2,500	0.00	1,000	0.00	1,000	0.00	1,000	0.00
EQUIPMENT RENTALS & LEASES	5,283	0.00	1,201	0.00	1,201	0.00	1,201	0.00
MISCELLANEOUS EXPENSES	20,602	0.00	34,998	0.00	34,993	0.00	34,993	0.00
<b>TOTAL - EE</b>	<b>663,669</b>	<b>0.00</b>	<b>599,999</b>	<b>0.00</b>	<b>599,999</b>	<b>0.00</b>	<b>599,999</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	1,769,775	0.00	2,150,000	0.00	2,150,000	0.00	2,150,000	0.00
REFUNDS	10,798	0.00	1	0.00	1	0.00	1	0.00
<b>TOTAL - PD</b>	<b>1,780,573</b>	<b>0.00</b>	<b>2,150,001</b>	<b>0.00</b>	<b>2,150,001</b>	<b>0.00</b>	<b>2,150,001</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$2,444,242</b>	<b>0.00</b>	<b>\$2,750,000</b>	<b>0.00</b>	<b>\$2,750,000</b>	<b>0.00</b>	<b>\$2,750,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$2,444,242	0.00	\$2,750,000	0.00	\$2,750,000	0.00	\$2,750,000	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department: Secretary of State**

**Program Name: Library Services**

**Program is found in the following core budget(s): Federal Aid for Public Libraries**

**1. What does this program do?**

The purpose of the Library Services and Technology Act Fund (LSTA) is to stimulate excellence and promote access to learning and information resources in all types of libraries and for individuals of all ages, including targeted populations. The Missouri State Library is the State Library Administrative Agency for LSTA funds awarded annually to Missouri. Based on needs identified by Missouri libraries and a formal assessment of the 2003 - 2008 State Five Year Plan, approved by the Institute for Museum and Library Services (IMLS), the federal agency which administers the LSTA funds, the Missouri State Library developed a Five Year Plan for 2008 - 2012. As required, the Plan was approved by the Institute for Museum and Library Services .

To implement the 2008 - 2012 Five Year Plan, the Missouri State Library developed programs to :

1. Support a strong technology infrastructure
2. Provide access to electronic content
3. Provide access to library materials
4. Preserve cultural heritage via digitization
5. Programs to improve library services for all
6. Strengthen reading and homework support
7. Support cooperation to improve services
8. Strengthen and expand services statewide

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Library Services and Technology Act; Public Law 104-208 as amended.

**3. Are there federal matching requirements? If yes, please explain.**

Yes, states must provide a 34% match in general revenue funding. Funds appropriated for the Remote Electronic Access for Libraries Program provide the match. States are also required to maintain their level of effort of expenditures for libraries purposes, as calculated over a 3-year average.

**4. Is this a federally mandated program? If yes, please explain.**

All states receive funds under The Museum and Library Services Act of 2003. Funds are calculated by formula under the law and reserved to the states.

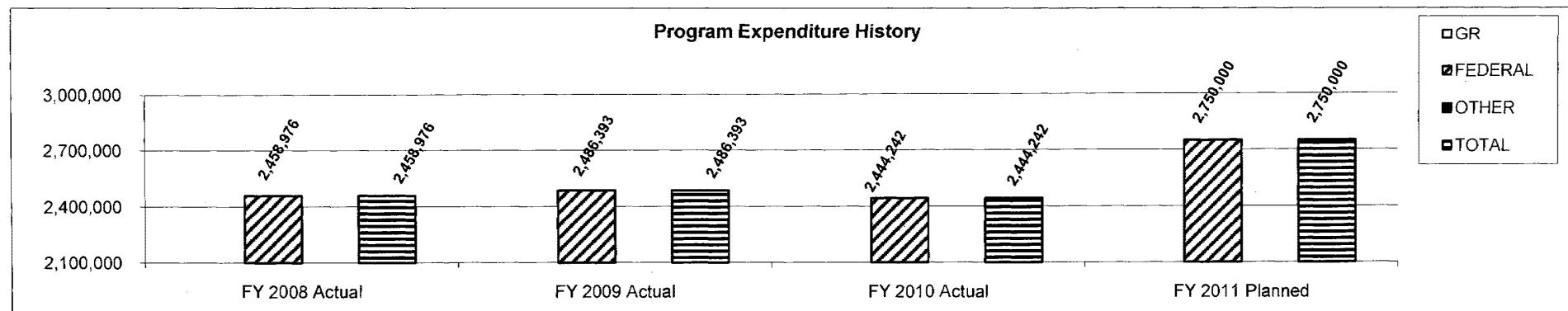
## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Library Services

**Program is found in the following core budget(s):** Federal Aid for Public Libraries

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other" funds?**

**7a. Provide an effectiveness measure.**

All grant applications require detailed evaluation plans. For the FY10 annual report on LSTA funds, 182 of 223 grant applications were awarded funding. This indicates most libraries submitting applications were able to follow grant guidelines and propose projects that met requirements for appropriate use of funds in their communities. Grantees are required to report impact of their individual projects, and describe how services are improved through acquisition of up to date technology, or programs to reach populations with difficulty using libraries due to transportation or other barriers.

**7b. Provide an efficiency measure.**

New project managers and others needing to be updated on grant guidelines participated in training sessions to increase their understanding of requirements for grant management. Libraries participating in training exhibit better compliance with reporting deadlines and providing information needed to document grant activity.

## PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Library Services

Program is found in the following core budget(s): Federal Aid for Public Libraries

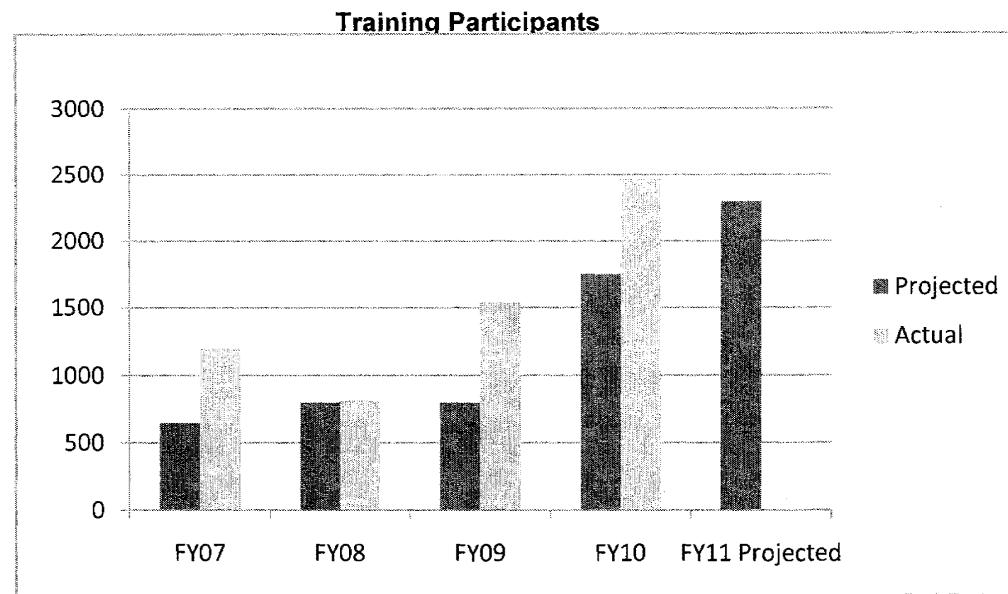
**7c. Provide the number of clients/individuals served, if applicable.**

Number of library staff participating in continuing education activities

	Projected	Actual
FY07	650	1,201
FY08	800	814
FY09	800	1,542
FY10	1,750	2,464
FY11 Projected	2,300	

**7d. Provide a customer satisfaction measure, if available.**

Library staff give consistently high ratings to training provided, whether in person or online.



## DECISION ITEM SUMMARY

Budget Unit Decision Item Budget Object Summary Fund	FY 2010 ACTUAL DOLLAR	FY 2010 ACTUAL FTE	FY 2011 BUDGET DOLLAR	FY 2011 BUDGET FTE	FY 2012 DEPT REQ DOLLAR	FY 2012 DEPT REQ FTE	FY 2012 GOV REC DOLLAR	FY 2012 GOV REC FTE
<b>LIBRARY NETWORKING FUND</b>								
CORE								
EXPENSE & EQUIPMENT								
LIBRARY NETWORKING FUND	25,721	0.00	1	0.00	25,001	0.00	25,001	0.00
TOTAL - EE	25,721	0.00	1	0.00	25,001	0.00	25,001	0.00
PROGRAM-SPECIFIC								
LIBRARY NETWORKING FUND	1,295,350	0.00	949,999	0.00	924,999	0.00	924,999	0.00
TOTAL - PD	1,295,350	0.00	949,999	0.00	924,999	0.00	924,999	0.00
<b>TOTAL</b>	<b>1,321,071</b>	<b>0.00</b>	<b>950,000</b>	<b>0.00</b>	<b>950,000</b>	<b>0.00</b>	<b>950,000</b>	<b>0.00</b>
Lib Ntwrking A & E 10% - 1231001								
PROGRAM-SPECIFIC								
LIBRARY NETWORKING FUND	0	0.00	0	0.00	2,650,000	0.00	2,650,000	0.00
TOTAL - PD	0	0.00	0	0.00	2,650,000	0.00	2,650,000	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>2,650,000</b>	<b>0.00</b>	<b>2,650,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$1,321,071</b>	<b>0.00</b>	<b>\$950,000</b>	<b>0.00</b>	<b>\$3,600,000</b>	<b>0.00</b>	<b>\$3,600,000</b>	<b>0.00</b>

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State
<b>Division</b>	Library Services
<b>Core -</b>	Library Networking Fund

**Budget Unit 23727C**

**1. CORE FINANCIAL SUMMARY**

	FY 2012 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	25,001	25,001 E
PSD	0	0	924,999	924,999 E
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>950,000</b>	<b>950,000 E</b>

<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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<b>Est. Fringe</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Library Networking Fund (0822)

	FY 2012 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	25,001	25,001 E
PSD	0	0	924,999	924,999 E
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>950,000</b>	<b>950,000 E</b>

<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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<b>Est. Fringe</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

**2. CORE DESCRIPTION**

Ten percent of the estimated revenues of the income tax on out-of-state athletes and entertainers is entitled to be transferred to the Library Networking Fund for distribution to public libraries for purchase of library materials to meet Missouri citizens' needs for accurate and reliable information (143.183 RSMo). Gifts, contributions, or bequests from federal, private, or other sources may also be deposited to the Library Networking Fund (182.812 RSMo) and used according to the purposes of the gift. Special reporting categories are put in place to track all expenditures. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.

**3. PROGRAM LISTING (list programs included in this core funding)**

Library Networking Fund

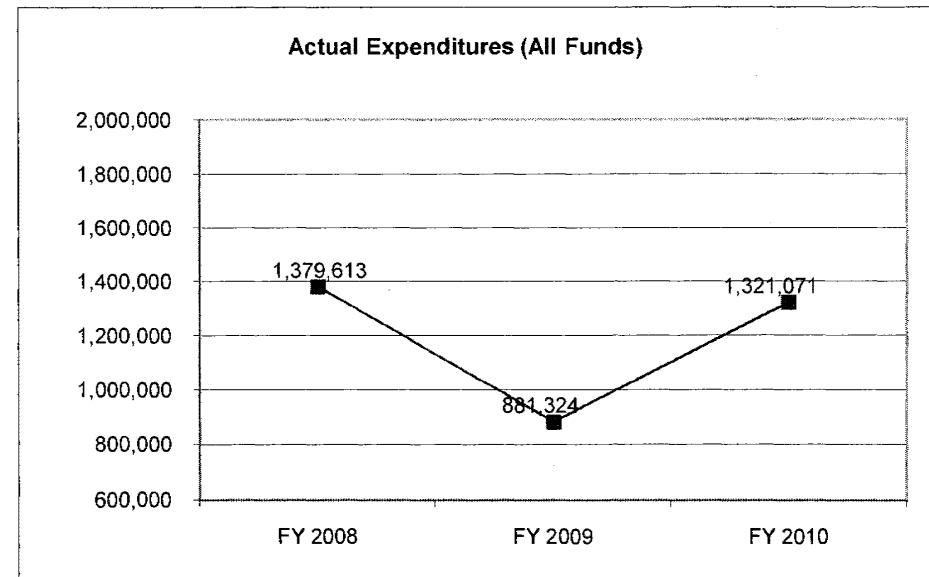
**CORE DECISION ITEM**

<b>Department</b>	Secretary of State
<b>Division</b>	Library Services
<b>Core -</b>	Library Networking Fund

**Budget Unit 23727C**

**4. FINANCIAL HISTORY**

	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Current Yr.	
Appropriation (All Funds)	1,750,001	2,250,001	4,507,501	950,000	E
Less Reverted (All Funds)	0	0	0		N/A
Budget Authority (All Funds)	1,750,001	2,250,001	4,507,501		N/A
Actual Expenditures (All Funds)	1,379,613	881,324	1,321,071		N/A
Unexpended (All Funds)	370,388	1,368,677	3,186,430		N/A
Unexpended, by Fund:					
General Revenue	0	0	0		N/A
Federal	0	0	0		N/A
Other	370,388	1,368,677	3,186,430		N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

**NOTES:**

An NDI was completed in FY10 for \$2,270,000 (Gates grant in the amount of \$1,000,000 and a Library Networking Fund increase of \$1,270,000). However, the associated Library Networking Fund Transfer NDI was not funded.

## CORE RECONCILIATION DETAIL

**SECRETARY OF STATE  
LIBRARY NETWORKING FUND**

### **5. CORE RECONCILIATION DETAIL**

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFF AFTER VETOES</b>							
	EE	0.00	0	0	1	1	
	PD	0.00	0	0	949,999	949,999	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>950,000</b>	<b>950,000</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>							
Core Reallocation	1598 4200	EE	0.00	0	0	25,000	25,000
Core Reallocation	1598 4200	PD	0.00	0	0	(25,000)	(25,000)
	<b>NET DEPARTMENT CHANGES</b>		<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	0	0	25,001	25,001	
	PD	0.00	0	0	924,999	924,999	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>950,000</b>	<b>950,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	0	0	25,001	25,001	
	PD	0.00	0	0	924,999	924,999	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>950,000</b>	<b>950,000</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	FY 2012	FY 2012
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>LIBRARY NETWORKING FUND</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	622	0.00	0	0.00	1,500	0.00	1,500	0.00
TRAVEL, OUT-OF-STATE	0	0.00	0	0.00	1,500	0.00	1,500	0.00
SUPPLIES	1,020	0.00	1	0.00	1,501	0.00	1,501	0.00
PROFESSIONAL DEVELOPMENT	4,275	0.00	0	0.00	1,500	0.00	1,500	0.00
COMMUNICATION SERV & SUPP	0	0.00	0	0.00	1,500	0.00	1,500	0.00
PROFESSIONAL SERVICES	17,936	0.00	0	0.00	1,500	0.00	1,500	0.00
M&R SERVICES	0	0.00	0	0.00	1,500	0.00	1,500	0.00
COMPUTER EQUIPMENT	1,580	0.00	0	0.00	1,500	0.00	1,500	0.00
MOTORIZED EQUIPMENT	0	0.00	0	0.00	1,500	0.00	1,500	0.00
OFFICE EQUIPMENT	0	0.00	0	0.00	1,500	0.00	1,500	0.00
OTHER EQUIPMENT	0	0.00	0	0.00	1,500	0.00	1,500	0.00
PROPERTY & IMPROVEMENTS	0	0.00	0	0.00	1,500	0.00	1,500	0.00
BUILDING LEASE PAYMENTS	288	0.00	0	0.00	0	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	0	0.00	1,500	0.00	1,500	0.00
MISCELLANEOUS EXPENSES	0	0.00	0	0.00	5,500	0.00	5,500	0.00
<b>TOTAL - EE</b>	<b>25,721</b>	<b>0.00</b>	<b>1</b>	<b>0.00</b>	<b>25,001</b>	<b>0.00</b>	<b>25,001</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	1,295,350	0.00	949,999	0.00	924,999	0.00	924,999	0.00
<b>TOTAL - PD</b>	<b>1,295,350</b>	<b>0.00</b>	<b>949,999</b>	<b>0.00</b>	<b>924,999</b>	<b>0.00</b>	<b>924,999</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$1,321,071</b>	<b>0.00</b>	<b>\$950,000</b>	<b>0.00</b>	<b>\$950,000</b>	<b>0.00</b>	<b>\$950,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$1,321,071	0.00	\$950,000	0.00	\$950,000	0.00	\$950,000	0.00

### PROGRAM DESCRIPTION

**Department:** Secretary of State, Library Services

**Program Name:** Library Networking Fund

**Program is found in the following core budget(s):** Library Networking Fund

**1. What does this program do?**

This program provides funds to Missouri public libraries for books, audio, video, and other information materials to meet citizens' needs for learning and authoritative information. In fields where information changes rapidly, such as health, sciences, business, and consumer information, new items must be purchased regularly to avoid incorrect and sometimes harmful information. Families need interesting, well-written, attractive materials to develop children's interest in reading and learning. Reading aloud to young children has been found to be a major factor in later reading achievement. All families need access to picture books and learning materials for their children, whether or not they can afford to purchase them. Many adults find accurate, reliable information in their local libraries. Information in rapidly changing fields such as health and consumer information will be accessed to make informed decisions, search for jobs, plan career changes, and inform themselves as citizens. In accordance with 143.183 RSMo, ten percent of the annual estimate of taxes generated from the nonresident entertainer and professional athletic team income tax is to be allocated and transferred to the Library Networking Fund for distribution to public libraries. In addition, gifts, contributions and bequests from federal, private, or other sources may also be deposited to the Library Networking Fund and used according to the purpose of the gift. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Sections 143.183 RSMo (professional athletes and entertainers income tax), 182.812 RSMo (Library Networking Fund) and 181.021 RSMo (State Library)

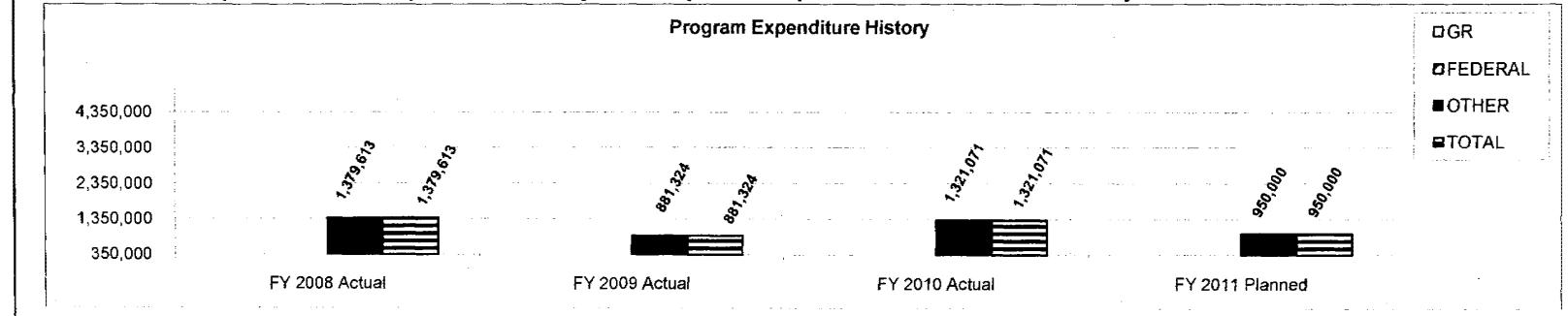
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**PROGRAM DESCRIPTION**

**Department: Secretary of State, Library Services**

**Program Name: Library Networking Fund**

**Program is found in the following core budget(s): Library Networking Fund**

**6. What are the sources of the "Other" funds?**

Private donations and grants

**7a. Provide an effectiveness measure.**

The payments to public libraries from the Non-Resident Athletes and Entertainers Income Tax fund allows more public libraries to meet the standards for size of collection as determined in the Missouri Public Library Standards.

**7b. Provide an efficiency measure.**

Missouri ranked 14th among all states in per capita usage of library materials in FY2008

**7c. Provide the number of clients/individuals served, if applicable.**

	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Eligible library districts	166	167	168	167
Population	5,118,092	5,119,955	5,121,732	5,121,199
Materials circulated	46,203,977	47,691,102	47,986,846	51,212,910
per capita	9.0	9.3	9.4	10.0

**7d. Provide a customer satisfaction measure, if available.**

## DECISION ITEM SUMMARY

Budget Unit Decision Item Budget Object Summary Fund	FY 2010 ACTUAL DOLLAR	FY 2010 ACTUAL FTE	FY 2011 BUDGET DOLLAR	FY 2011 BUDGET FTE	FY 2012 DEPT REQ DOLLAR	FY 2012 DEPT REQ FTE	FY 2012 GOV REC DOLLAR	FY 2012 GOV REC FTE
<b>LIBRARY NETWORKING-TRANSFER</b>								
CORE								
FUND TRANSFERS								
GENERAL REVENUE	699,263	0.00	0	0.00	0	0.00	0	0.00
TOTAL - TRF	699,263	0.00	0	0.00	0	0.00	0	0.00
<b>TOTAL</b>	<b>699,263</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
Lib Ntwrkng A & E TR - 1231002								
FUND TRANSFERS								
GENERAL REVENUE	0	0.00	0	0.00	3,150,000	0.00	200,000	0.00
TOTAL - TRF	0	0.00	0	0.00	3,150,000	0.00	200,000	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>3,150,000</b>	<b>0.00</b>	<b>200,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$699,263</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$3,150,000</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>

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## NEW DECISION ITEM

RANK: 1 OF 2

Department: Missouri State Library	Budget Unit <u>3520</u>									
Division: Library Development										
DI Name: Library Networking Fund Increase	DI#1231001									
<b>1. AMOUNT OF REQUEST</b>										
FY 2012 Budget Request					FY 2012 Governor's Recommendation					
	GR	Federal	Other	Total		GR	Fed	Other	Total	
PS	0	0	0	0	PS	0	0	0	0	
EE	0	0	0	0	EE	0	0	0	0	
PSD	0	0	2,650,000	2,650,000 E	PSD	0	0	2,650,000	2,650,000 E	
TRF	0	0	0	0	TRF	0	0	0	0	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>2,650,000</b>	<b>2,650,000 E</b>	<b>Total</b>	<b>0</b>	<b>0</b>	<b>2,650,000</b>	<b>2,650,000 E</b>	
FTE	0.00	0.00	0.00	0.00	FTE	0.00	0.00	0.00	0.00	
<b>Est. Fringe</b>	0	0	0	0	<b>Est. Fringe</b>	0	0	0	0	
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.					Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.					
Other Funds: Library Networking					Other Funds:					
<b>2. THIS REQUEST CAN BE CATEGORIZED AS:</b>										
New Legislation				New Program				Fund Switch		
Federal Mandate				Program Expansion				Cost to Continue		
GR Pick-Up				Space Request				Equipment Replacement		
Pay Plan	X	Other:	Restoration of Statutory Program							
<b>3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.</b>										
<p>State statute (143.183 RSMo), requires the transfer of 10% of the estimated revenues generated by the income tax on out-of-state athletes and entertainers to the Library Networking Fund for distribution to public libraries for purchase of library materials to meet Missouri citizen needs for accurate and reliable information. In addition, gifts, grants, contributions, or bequests from federal, private, or other sources may also be deposited to the Library Networking Fund (RSMo182.812) and used according to the purposes of the gift or grant. Special reporting categories are put in place to track all expenditures. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.</p>										

**NEW DECISION ITEM**

RANK: 1 OF 2

**Department:** Missouri State Library

**Budget Unit** 3520

**Division:** Library Development

**DI Name:** Library Networking Fund Increase

DI#1231001

Missouri public libraries that met eligibility requirements received Gates Foundation grant funds to increase access to computer services for their communities. The amount of the grants was determined through an application process. Each library district is required to provide local matching funds and meet other requirements. The State Library serves as the administrator for the subgrants to the public library districts.

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

Each year the Dept. of Revenue is required to estimate the amount of revenue generated by the income tax on out-of-state athletes and entertainers. The increase requested is due to estimated receipts from the tax on nonresidents out-of-state athletes and entertainers.

## NEW DECISION ITEM

RANK: 1 OF 2

Department: Missouri State Library	Budget Unit	3520							
Division: Library Development									
DI Name: Library Networking Fund Increase	DI#1231001								
<b>5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.</b>									
Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
Total EE	0	0	0	0	0	0	0	0	0
Program Distributions BOBC 800					2,650,000		2,650,000		
Total PSD	0	0	0	0	2,650,000		2,650,000		0
Transfers									
Total TRF	0	0	0	0	0	0	0	0	0
<b>Grand Total</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>2,650,000</b>	<b>0.0</b>	<b>2,650,000</b>	<b>0.0</b>	<b>0</b>

## NEW DECISION ITEM

RANK: 1 OF 2

Department: Missouri State Library	Budget Unit	3520							
Division: Library Development									
DI Name: Library Networking Fund Increase	DI#1231001								
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
Total EE	0	0	0	0	0	0	0	0	0
Program Distributions BOBC 800					2,650,000		2,650,000		
Total PSD	0	0	0	0	2,650,000		2,650,000		0
Transfers									
Total TRF	0	0	0	0	0		0		0
Grand Total	0	0.0	0	0.0	2,650,000	0.0	2,650,000	0.0	0

**NEW DECISION ITEM**  
**RANK: 1 OF 2**

Department: Missouri State Library	Budget Unit
Division: Library Development	3520
DI Name: Library Networking Fund Increase	DI#1231001

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

**6a. Provide an effectiveness measure.**

Payments made to public libraries from the Non-Resident Athletes and Entertainers income Tax fund will allow more public libraries to meet the standards for size of collection as determined in the Missouri Public Library Standards.

**6b. Provide an efficiency measure.**

Number of books and materials added to library collections based on average cost of \$30 per item

	2007	2008	2009	2010
Fund	\$550,000	\$800,000	\$873,000	\$680,000
No. of books	18,333	26,667	29,100	22,667

**6c. Provide the number of clients/individuals served, if applicable.**

5,119,955 residents of Missouri's 166 library districts.

**6d. Provide a customer satisfaction measure, if available.**

**7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

Materials expenditures are tracked and will be used in comparison with historical data to gauge collection growth and compliance with the Missouri Public Library Standards.

**DECISION ITEM DETAIL**

Budget Unit Decision Item Budget Object Class	FY 2010 ACTUAL DOLLAR	FY 2010 ACTUAL FTE	FY 2011 BUDGET DOLLAR	FY 2011 BUDGET FTE	FY 2012 DEPT REQ DOLLAR	FY 2012 DEPT REQ FTE	FY 2012 GOV REC DOLLAR	FY 2012 GOV REC FTE
<b>LIBRARY NETWORKING FUND</b>								
Lib Ntwrking A & E 10% - 1231001								
PROGRAM DISTRIBUTIONS	0	0.00	0	0.00	2,650,000	0.00	2,650,000	0.00
TOTAL - PD	0	0.00	0	0.00	2,650,000	0.00	2,650,000	0.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$2,650,000</b>	<b>0.00</b>	<b>\$2,650,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$2,650,000	0.00	\$2,650,000	0.00

**DECISION ITEM DETAIL**

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	FY 2012	FY 2012
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>LIBRARY NETWORKING-TRANSFER</b>								
<b>CORE</b>								
TRANSFERS OUT	699,263	0.00	0	0.00	0	0.00	0	0.00
<b>TOTAL - TRF</b>	<b>699,263</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$699,263</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$699,263	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

## NEW DECISION ITEM

RANK: 2 OF 2

Department: Missouri State Library  
 Division: Library Development  
 DI Name: Library Networking Fund Transfer Increase DI#1231002

Budget Unit 3520

## 1. AMOUNT OF REQUEST

FY 2012 Budget Request				
	GR	Federal	Other	Total
PS		0	0	0
EE		0	0	0
PSD		0	0	0
TRF		3,150,000	0	3,150,000
<b>Total</b>		<b>3,150,000</b>	<b>0</b>	<b>3,150,000</b>

FTE	0.00	0.00	0.00	0.00
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<i>Est. Fringe</i>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

FY 2012 Governor's Recommendation				
	GR	Fed	Other	Total
PS		0	0	0
EE		0	0	0
PSD		0	0	0
TRF		200,000	0	200,000
<b>Total</b>		<b>200,000</b>	<b>0</b>	<b>200,000</b>

FTE	0.00	0.00	0.00	0.00
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<i>Est. Fringe</i>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

Other Funds:

## 2. THIS REQUEST CAN BE CATEGORIZED AS:

New Legislation		New Program		Fund Switch
Federal Mandate		Program Expansion		Cost to Continue
GR Pick-Up		Space Request		Equipment Replacement
Pay Plan	X	Other: Restoration of Statutory Program		

## 3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.

State statute (143.183 RSMo), requires the transfer of 10% of the estimated revenues generated by the income tax on out-of-state athletes and entertainers to the Library Networking Fund for distribution to public libraries for purchase of library materials to meet Missouri citizen needs for accurate and reliable information from libraries. Special reporting categories are put in place to track all expenditures. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.

The increase request is held to the FY10 estimated receipts from the tax on nonresidents out-of-state athletes and entertainers.

**NEW DECISION ITEM**

RANK: 2 OF 2

Department: Missouri State Library  
Division: Library Development  
DI Name: Library Networking Fund Transfer Increase DI#1231002

Budget Unit 3520

Missouri public libraries that met certain eligibility requirements were awarded funds to increase access to computer services for their communities. The amount of the grants was determined through an application process. Each participating library district is required to provide local matching funds and meet other requirements. The State Library serves as the administrator for the subgrants to the public library districts.

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

Each year the Dept. of Revenue is required to estimate the amount of revenue generated by the income tax on out-of-state athletes and entertainers. The increase request is held to the FY10 estimated receipts from the tax on nonresidents out-of-state athletes and entertainers, in line with that of the other recipients of the other cultural partner recipients of the fund.

## NEW DECISION ITEM

RANK: 2 OF 2

Department: Missouri State Library

Budget Unit 3520

Division: Library Development

DI Name: Library Networking Fund Transfer Increase DI#1231002

## 5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
							0	0.0	
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
							0	0.0	
							0	0.0	
Total EE	0	0	0	0	0	0	0	0.0	0
Program Distributions (BOBC 800)	0	0	0	0	0	0	0	0.0	0
Total PSD	0	0	0	0	0	0	0	0.0	0
Transfers	3,150,000	0	0	0	0	0	3,150,000	0.0	0
<b>Total TRF</b>	<b>3,150,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,150,000</b>	<b>0.0</b>	<b>0</b>
<b>Grand Total</b>	<b>3,150,000</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>3,150,000</b>	<b>0.0</b>	<b>0</b>

## NEW DECISION ITEM

RANK: 2 OF 2

Department: Missouri State Library		Budget Unit <u>3520</u>							
Division: Library Development									
DI Name: Library Networking Fund Transfer Increase		DI#1231002							
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
							0	0.0	
							0	0.0	
							0	0.0	
							0	0.0	
Total EE	0	0	0	0	0	0	0	0.0	0
Program Distributions (BOBC 800)	0	0	0	0	0	0	0	0.0	0
Total PSD	0	0	0	0	0	0	0	0.0	0
Transfers	200,000	0	0	0	0	0	200,000	0.0	0
Total TRF	200,000	0	0	0	0	0	200,000	0.0	0
Grand Total	200,000	0.0	0	0.0	0	0.0	200,000	0.0	0

**NEW DECISION ITEM**  
**RANK: 2 OF 2**

Department: Missouri State Library	Budget Unit	3520
Division: Library Development		
DI Name: Library Networking Fund Transfer Increase	DI#1231002	

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

**6a. Provide an effectiveness measure.**

Payments made to public libraries from the Non-Resident Athletes and Entertainers income Tax fund will allow more public libraries to meet the standards for size of collection as determined in the Missouri Public Library Standards.

**6b. Provide an efficiency measure.**

Number of books and materials added to library collections based on average cost of \$30 per item

	2007	2008	2009	2010
Fund	\$550,000	\$800,000	\$873,000	\$680,000
No. of books	18,333	26,667	29,100	22,667

**6c. Provide the number of clients/individuals served, if applicable.**

5,119,955 residents of Missouri's 166 library districts.

**6d. Provide a customer satisfaction measure, if available.**

**7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

Materials expenditures are tracked and will be used in comparison with historical data to gauge collection growth and compliance with the Missouri Public Library Standards.

**DECISION ITEM DETAIL**

Budget Unit Decision Item Budget Object Class	FY 2010 ACTUAL DOLLAR	FY 2010 ACTUAL FTE	FY 2011 BUDGET DOLLAR	FY 2011 BUDGET FTE	FY 2012 DEPT REQ DOLLAR	FY 2012 DEPT REQ FTE	FY 2012 GOV REC DOLLAR	FY 2012 GOV REC FTE
<b>LIBRARY NETWORKING-TRANSFER</b>								
Lib Ntwrkng A & E TR - 1231002								
TRANSFERS OUT	0	0.00	0	0.00	3,150,000	0.00	200,000	0.00
<b>TOTAL - TRF</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>3,150,000</b>	<b>0.00</b>	<b>200,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$3,150,000</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$3,150,000	0.00	\$200,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00